

# End of Semester and Record Keeping

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This tutorial is designed to help you:

- Make your course Unavailable at the end of the semester
- Handle Incompletes
- Save a record of your student activity statistics at the end of the course
- Save a record of your Gradebook at the end of the course

## Making Your Course Unavailable at the End of the Semester

Always make your course **Unavailable** at the end of the semester. Students are often confused and upset when they see old courses in their course lists (they may be unsure whether they completed the course). To make your course available, go to the Control Panel. Under Course Options, choose Settings, then Course Availability, and choose "**No**" for "**Make Course Available**".

## Handling Incompletes

If one or more students are given an incomplete, you may want to give them continued access to your course after the semester has ended. This means that the course must remain Available, which can confuse students who have completed the course. The simplest approach in this case is to leave the course available but make it unavailable for each student except those who are taking an Incomplete.

To make the course unavailable to a student, in the Control Panel, choose **List/Modify Users** under **User Management**. Click the **Search** button, leaving the box blank. This will give you a list of all students in the course. Choose **Properties** for the student who has withdrawn. Scroll down to **4: Role and Availability**. Set **Available (this course only)** to **No**. The student will no longer be able to access this course. Return to this page if you need to make the course available to the student at a later date.

When the **Incomplete** period is over, you can go ahead and make the course **Unavailable**.

## Student Activity Reporting

Blackboard provides some useful way for you determine when students first logged into your course, when they last accessed the course or submitted work, and how frequently they accessed the course.

In the Control Panel, choose **Course Statistics** under **Assessment**. On the Course Statistics page, choose **All Users** or select specific users. Scroll down to **Section 2 (Access/Date)**. This lengthy section will show visits to the course Web site by each student, by date (each column is a date in the semester).

This date provides:

- The first time a student logged on the course
- The last time that a student visited the course
- Some indication of the level of engagement (although the number of accesses to the Web site does not necessarily indicate this).

Your Gradebook can also help you determine when a student last submitted work. Click the Gradebook grade for the last quiz or assignment that the student submitted, and you will see that the submission page includes the submission date.

## Downloading the Course Statistics and Gradebook

At the end of the semester you should download your Gradebook and Course Statistics as Excel spreadsheets for archival and reporting purposes.

To download the course statistics as an Excel spreadsheet, in the Control Panel, choose **Course Statistics** under **Assessment**. On the Course Statistics page, choose **All Users** to retrieve the statistics for your entire class. On the Course Statistics page, choose **Export Data**. If you see a message "Change File Extension to .csv", just click **OK**. Choose **Save File** to save the file to your computer as an Excel Spreadsheet (see note below regarding naming your files). You will probably want to adjust column widths, etc., for readability.

To download your grades into an Excel spreadsheet, in the Control Panel, choose **Gradebook** under **Assessment**. Now choose **Download Grades**. Ensure that the **Delimiter Type** is "Tab" and **submit**. The file will be downloaded in a format that can be opened directly in Excel (see note below regarding naming your files). You will probably want to adjust column widths, etc., for readability.

**NAMING YOUR FILES:** Be sure to apply appropriate file names to your downloaded Gradebooks and Course Statistics for long term reference. The best approach is to use the complete, unique, course ID, for example **2009su-CIS-110-O1\_GRADEBOOK.xls** and **2009su-CIS-110-O1\_STATISTICS.xls**