

End of Semester Tasks for Courses

Step 1: Course Cleanup

To reduce archived course size and free up server space, delete:

- duplicate files
- zipped files that have been extracted and are not being used
- extra backup files
- unused content files

Step-by-step instructions: [Deleting Course Files](#)

Please do not use Blackboard Learn to store files that are not used in the course.

Step 2: Document Student Grades and Participation

Step-by-step instructions:

- [Downloading Grades to a Spreadsheet](#)
- [Collecting and Printing Discussion Posts](#)
- [Downloading Assignment Files](#)
- Download any additional documentation that may be required by your college.

For further information please contact:

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