

## Blackboard Closes on May 20 - What You Need To Do To Prepare

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Steps for Preserving Blackboard Course Materials.pdf

Dear Colleagues,

**[As I announced in December](#), Blackboard access for all students, faculty, staff, and administrators will end on Friday, May 20, 2022.**

This email contains information on what faculty, staff, and other instructors with course materials in Blackboard should do to prepare. Below this email (and [attached as a PDF](#)), you will find specific information about steps you should take now:

1. Decide whether you will retain content from past Blackboard courses
2. Decide what content you will retain from past Blackboard courses
3. Decide how you will retain content from past Blackboard courses

We encourage you to take steps now to preserve any Blackboard content you wish to preserve. Detailed information below this email outlines specific options and steps to take.

As a reminder, the University will not maintain an archive of Blackboard courses. This means if you do not take steps to retain course materials from Blackboard by May 20, *you will no longer have access to those materials.*

Later this week, students will receive an email communication about the Blackboard closure, so they also have an opportunity to retrieve materials from any prior courses that are still published and available to them.

Best,  
Debie

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## Steps for Preserving Blackboard Course Materials

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Note about Incompletes in Blackboard Courses: If you have students with outstanding Incompletes (due between now and next fall), you will soon receive a separate communication from me with additional information specific to supporting students in completing Incomplete courses.

### **Step 1 | Decide whether you will retain content from past Blackboard courses.**

Different instructors will want or need to retain different things from prior Blackboard courses for different reasons. Here are some reasons you may wish to preserve prior Blackboard course materials, including:

- You will teach the same course again in the future;
- Graduate or professional students will need access to your course content as they prepare for comprehensive, qualifying, or licensure exams;
- You want retain access to specific files you created/posted in case you need to reference them in the future;
- You have a student with an outstanding Incomplete with a deadline this spring, next summer, or next fall. *Note: you will soon receive a separate communication from me with additional information specific to this situation.*

### **Step 2 | Decide what content you will retain from past Blackboard courses.**

For each course, you will need to decide what content you want and need to retain. You may choose to retain:

- The entire Blackboard course (minus student work) in a way that allows you to import all course content into Canvas
- One or more of the Files you posted in your Blackboard courses
- The Gradebook for a course
- Work (assignments, discussion threads, etc.) submitted by students in Blackboard

### **Step 3 | Decide how you will retain content from Blackboard.**

In general, you should plan to download and retain Blackboard course content yourself, unless you want assistance migrating a whole Blackboard course (minus student work and student-generated content).

#### **A. Retrieve and store Blackboard materials yourself:**

- Export a Blackboard course and retain in a way that can later be imported into Canvas [\[click here for instructions\]](#)
- Download/export Files from a Blackboard course [\[click here for instructions\]](#)
- Export the Gradebook from a Blackboard course [\[click here for instructions\]](#)
- Download student assignments from a Blackboard course [\[click here for instructions\]](#)
- Download Discussion Forums from a Blackboard course [\[click here for instructions\]](#)

**B. Request migration of a complete Blackboard course (minus student content) from the Canvas Course Migration Team:**

- The Course Migration Team will not download or migrate specific portions of a course. They will migrate all instructional course content and materials (minus student content) into a Canvas course shell.
- Complete [this form](#) for each course you wish to have migrated (*Note: you must be signed into your MySLU account to access the form.*)