**“BLACKBOARD END-OF-LIFE” CHECKLIST FOR FACULTY**

***You need to complete all tasks prior to June 30th!!***

* **Have I downloaded the grades from my courses for the past 2 semesters?** (If you don't use the Bb Grade Center, you don't need to worry about this one…)
* **Have I archived my courses for the past 2 semesters AND DOWNLOADED THE ARCHIVE FILE TO MY COMPUTER** (the archive file won't do any good if it is still sitting in Blackboard!)**?**
* **Have I moved all of my critical content?**
  + Files
  + Quizzes/surveys/tests
  + Instructions/verbiage for assignments etc. -- much of this cannot be downloaded, so copy/paste into a Word doc, or into Canvas.
* **Do I have everything I need from my Bb “Content Collection”?** (Not everyone uses the Content Collection, so you may not need to worry about this one…)
* **Do I have any “specialty” sites that have content that needs to be preserved/moved?**
  + Specialty Group courses (e.g., Honors)
  + Resource courses (housing resources for any specific groups)
  + Training courses
  + Shared (Discipline) sites
  + Faculty Development
  + Workshops
  + Summer Institutes
  + Etc.

**FAQs:**

* **Doesn't the college move my content to Canvas for me?** *No.*
* **How do I know which courses to archive, save, and/or export?** *If there is content that you will need for future courses in Canvas, then you need to extract that content prior to June 30th.*
* **What about service (non-SIS courses)?** *If there is content IN ANY Bb AREA that you will need in the future, then you need to extract that content prior to June 30th.*
* **What's the difference between archiving and exporting?** *An export will include only the content of your course; an archive will include student interactions in the course, which could be needed later in the advent of any grade issues that arise.*
* **Can I copy directly from Blackboard into Canvas?** *It is possible to create an export file of your Bb content and then import that file into Canvas, but it will not be a “perfect” copy. You may lose some content and/or formatting in the transition if you use this method, so you want to leave yourself plenty of time BEFORE June 30th to verify in Canvas that you have all the content that you need.*
* **Is there a way to save grades from previous Bb courses to my computer?** *You can download your entire Grade Center as a .CSV file, which can then be used in Excel.*
* **What happens if I don't archive, save, and/or export?** *Any content housed in your Blackboard courses will be lost after June 30th unless YOU have taken action to save it prior to that date.*
* **What should I do with Spring 2013 grades of Incomplete?** *All incompletes need to be resolved by June 30th.*