

End-of-Semester Procedures for eLearning (Blackboard Vista) Sections at TAMUQ

Backup an eLearning Section

ITS strongly suggests that you backup your section to save its contents and students' activities, then download it to a local drive for safekeeping. A guide with step-by-step instructions is available online at http://itsinfo.tamu.edu/workshops/handouts/html_handouts/backing-up-your-section.htm.

Export a Grade Book to a Spreadsheet

Please remember that eLearning is not a grade repository. Therefore, we suggest that you archive section grade books after each semester. To do this, select the Export to Spreadsheet link, found at the bottom of the Grade Book screen. You may save the exported grade book to a secure location on a local drive. For more information about exporting a grade book to spreadsheet, go to http://itsinfo.tamu.edu/workshops/handouts/html_handouts/using-grade-book-with-microsoft-excel.htm.

Submit a Request to Retain a Section

If you do not want your section to be deleted, then you may request that it be retained. You can send your request using the Section Management Utility (SMU) at <http://elearningtools.tamu.edu>. Log in with your NetID and password and choose the Section Retention option. Please indicate why you would like to retain your section. If you are a TA or a staff member who provides support for an instructor and you do not have the access to the SMU, then you can contact ITS Helpdesk, at 423-0009 or helpdesk@qatar.tamu.edu to request that a section be retained.

Save a Section as a Template

If you designed at the section level or made changes to your section after you assigned the template and you want to keep a copy of the section content for future use, you will need to save your section as a template. For more information on saving your section as a template, go to http://itsinfo.tamu.edu/workshops/handouts/html_handouts/making-your-section-a-template.htm.

Note: Make sure you return to the Template Manager, found under the Content Manager, and remove any templates that you no longer need. Removing templates you no longer need helps manage your content and minimizes space usage on the eLearning system.

Training Resources

eLearning Orientation for Students

Don't forget to ask for a course orientation! An ITS consultant can come to your classroom and conduct a brief orientation for your students on how to log in and navigate eLearning. A Web-based orientation module for eLearning is available as an additional resource to which instructors can direct their students. The module is located online at <http://itsinfo.tamu.edu/resources/elearning-orientation/index.html>.

Training and Support for Instructors

ITS conducts a full range of training and support that complements various learning styles and fosters effective course design. Training topics include: Blackboard Vista, Camtasia, DyKnow, SnagIt, Centra, Respondus, StudyMate, LockDown Browser, TurnItIn, and other instructional design and multimedia development software and technology concepts. The training schedule is available online at <http://training.qatar.tamu.edu/calendar.php>.

If you have questions about your eLearning course or would like further assistance, please contact ITS Helpdesk at helpdesk@qatar.tamu.edu or 423-0009.