

Things to do at the End of the Term

Compile discussion postings.

Click "All Topics" and be sure to view in **Unthreaded** mode (otherwise, you will not compile all postings).

Place a checkmark in the Subject textbox to select all messages.

Scroll to bottom of screen and click "Create Printable View".

Save as file to a storage device on your computer.

Compile mail. You have to compile both Inbox and Sent Mail.

Place a checkmark in Subject textbox to select all messages.

Scroll to the bottom of the screen and click "Create Printable View"

Save as file to a storage device on your computer.

Export Student Tracking.

Select Student Tracking.

Be sure to set the beginning date for the start of the semester.

Click Run Report.

Scroll to the bottom of the screen and click Export.

Save to a storage device on your computer

Export Grade Book to a spreadsheet.

Go to grade book and click "Export to spreadsheet" at the bottom of the screen.

Click Export.

Save to a storage device on your computer.

Other – sections will stay on the server for a period of (1) year...

If desired, to make a backup to your PC:

- Under Build tab, click on Manage Course
- Click on Backup
- Click on the Action Link icon and Select as File
- Click OK
- Under Build tab, go to the File Manager tool
- Click on Action Link icon next to the backup file and select Download