

Here are some tips to help you wrap-up the current semester and prepare for the next.

Downloading Your Grade Center

It's a good practice to preserve the *Grade Center* for each course shell. Instructors can download their Full Grade Center from Blackboard Learn.

Not sure how to download your Grade Center? Please open this "pdf" document:

[Downloading your Grade Center](#)

Request Merge (if needed)

If you are teaching multiple sections of the same course, you can request a course merge. The merge process creates a master shell and combines enrollments from each section. Not sure how to request a Merge? Please open the following form to request a merge:

[Request Merge](#)

Perform Course Copy

You can copy your current course into the next term course shell. Not sure how to copy your current course into the next term course shell? Please review the following "pdf" document:

[Perform Course Copy](#)

Prepare Course After your Course Copy

Clean-up any unnecessary content in your new course including Discussion Forums, Files, Assignments, and Grade Center columns. Not sure how to clean up your course content? You can attend one of our workshops or email idthrc@ccsu.edu to schedule a one-on-one session. (You could also request a Department Group Session).

Need a Refresher or Some Inspiration

Is there a tool in Bb Learn that you would like to use but forgot how or would you like to use a new tool? Check out our online, self-paced tutorials.

1. Log-in to [Bb Learn](#)
2. Select the **MyOrganizations** tab
3. Click the **CCSU Blackboard Learn Training** link

Publisher Content

Please contact the Instructional Design Center at idthrc@ccsu.edu for assistance.