

Wrapping Up: Tips for Teaching Online

Export Grade Center

1. On the action bar, point to Work Offline and click Download.
2. Select Full Grade Center.
3. Select Tab delimited.
4. Select whether to “Include Hidden Information” (usually no).
5. Select the location by clicking Browse.
6. Click Submit.
7. On the next Download Grades page, click Download and save the file.

Hide Courses in “My Blackboard”

1. On the “My Blackboard” tab, locate the “My Courses” module.
2. In the upper right corner of the “My Courses” module, click on the gear icon (see Fig. 1). When you hover over the gear icon, help text appears that reads “Manage My Courses Module Settings.”
3. On the “Personalize: My courses” page, look for “1. Edit Courses List.” Uncheck the the boxes for courses you wish to hide.
4. Click “Submit.”

Archive Courses

1. Go to the Control Panel
2. Click on the chevron next to “Packages and Utilities” to expand menu
3. Click on “Export/Archive Course”
4. Click the “Archive” button
5. Choose option to include gradebook, click Submit

Final Exams

- Examyty Proctoring
- Respondous test creation
- Setting Blackboard test exceptions, including extended time or no timer.
- Customize when and how test results and feedback are shown to students.

Submitting Grades

1. Go to <https://apps.uillinois.edu/selfservice/>
2. Click on UIS.
3. Login with your UIS NetID/Password.
4. Click on **Faculty & Advisor Services**.
5. Then click **Faculty Services**.
6. Click on **Final Grade Entry**.
7. Select the desired semester and class.
8. Enter your grades.
9. Click **Submit** to complete the process.

Supplemental Evaluation

- Demonstrate that you care about their experience.
- Allow you to improve your course and improve student performance.
- Blackboard Survey tool
- Anonymous KQS forum: Keep, Quit, Start
- UIS Online Supplemental Evaluation Tool (dozens of questions to choose among)
<https://uisapp-s.uis.edu/ose/>

Course Evaluations

- 3 Weeks prior to the last day of class** — The online evaluation system is available for students. Faculty should post the link to the evaluation system in multiple locations – announcements, an email, in the current course module.
- Due Date** —Presently, course evaluations are due by the last day of class (before finals week begins).
- Link to the online evaluation system:
<https://onlineevals.uis.edu/evaluation/>