

End-of-Semester Checklist

It's as easy as 1-2-3!

1. Make your course unavailable

If you have any incompletes, you should leave the course available to those student(s), but [make the other students unavailable](#). This has to be done individually.

If you have no incompletes, simply [make the course unavailable](#).

2. Archive your course

Next, archive your course. Here are [directions for archiving your course](#).

3. Perform a course review

Now look at your course. What worked and what didn't? Did your students have difficulty finding information? Was there limited participation in the Discussion Forums? Were important course materials missing? How could you make it better? Use the time between semesters to fine-tune your course. If you would like assistance optimizing your course, please contact Colleen Bishop at cbishop@pvcc.edu to make an appointment.

For more information contact PVCC Blackboard Support at <mailto:bbsupport@pvcc.edu> .