

End of Semester Checklist

Teams

Before the end of exams

- Add a final @ mention notification for students to close the semester
- Cancel all recurring class lectures and meetings
- Post the Stream/OneDrive link to the class videos playlist for exam review

After the end of exams

- Ask Students to hide/leave the class team, or [hide the team from their Teams list](#) if they do not wish to see it listed in their Teams profile.
- UIT will archive the class Team around one year after the end of a semester. The archival process includes the following: [reference site](#).
 - The Class Teams are renamed.
 - All students are removed from the Class Team
 - The Class Team has been moved out of your list of Active and Hidden Teams
- Two years after the course ends, the Class Team for that course will be removed and will no longer be recoverable – this aligns with the Canvas course timeline.

Stream

If you are leaving UH or would like an offline copy of your videos, you can download them from Stream in your Microsoft 365 account. Please follow the instructions below:

- Sign in to AccessUH
- Select the "Office 365" icon
- Log in to your account
- Open the "App Launcher" (This will look like nine dots in a 3x3 pattern at the top left corner of your browser window)
- Click "All apps" at the bottom of the Microsoft applications list to expand it.
- Click the "Stream" icon (This will be a burgundy colored arrowhead pointing to the right)
- Click on "My Content" on the top ribbon menu (This is between "Discover" and "Create")
- Click on "Videos" in the drop-down menu that appears (This will be the first option)

You should now be able to see the videos that you saved on MS Teams for each video you wish to save:

- Click on the ". . ." icon on the far right side of the row associated with each video you want to save
- Click on "Download" in the drop-down menu that appears (This will be the last option)

Outlook

- If you are leaving the university, please remember to forward any professional or vendor correspondence to a team member. If you do not do so before you leave, you will need to involve the Office of Counsel and UH-IT Security to retrieve these emails.

Drive (either OneDrive or Google Drive)

- Remember always to place non-personal files in a shared drive folder; that way, if you leave the university, other members of your team will still have access to essential files.

BlackBoard

Start of Semester Procedures ([Provided by the UH FDIS Team](#))

- **Final Grades due in PeopleSoft after the semester ends**
 - Posting grades in Bb Learn does NOT post grades into the official myUH grade roster.
 - For more information, check out the Faculty Center in PeopleSoft - available in **AccessUH**.
- **To add students to your course for Incompletes or other reasons, complete this **form**.**
- **Saving Course Grades**

It is recommended that you save a copy of the course Grade Center for your own records. Here are the steps to download a copy of the course Grade Center for Bb Learn courses:

- In your course, be sure that Edit Mode is ON at the top right
- Go to the Grade Center - Full Grade Center under Control Panel on the lower left
- Click on Work Offline and Download at the top right
 - Select Full Grade Center data to download
 - Specify Delimiter Type as "Tab-delimited"
 - Set Include Hidden Information to Yes
 - Set Download Location to your Computer
 - Click Submit

- Click Download
 - Save the file to a folder on your computer
- When you click on the file to open it in Excel, you may get the following message:
“The file you are trying to open is in a different format than specified by the file extension. Verify that the file is not corrupted and that it is from a trusted source before opening it. Do you want to open the file now?”
 - Click Yes.
- **Student Access**
 - Students will have access to the course until 14 days after the session closes.
 - To make the course unavailable to students sooner, change the course availability by going to Customization – Properties and setting Course Availability to No.

For Faculty help with Bb Learn, 24 hours a day, 7 days a week, 365 days a year, check <http://uh.edusupportcenter.com> or call 844-570-6763.