



Dear Colleagues:

With a few short weeks remaining in the fall term of 2022, faculty and students are planning for final projects, presentations, and exams. Now is the time to forge ahead at full capacity.



It's good for us to support each other in reaching our **VALPARAISO UNIVERSITY** goals. This issue provides Blackboard end-of-term tool tips and explores ways to help us prepare to get to the finish line successfully!

From,
The Office of Instructional Technology, Design, & Assessment (ITDA)



Have you requested your Spring 2023 Blackboard courses yet?

[Here](#) are the steps on how to request your Blackboard courses for next semester.

Tool Tips

[Setting External Grade in Blackboard](#)

Final grades are equally important for academic advisors to be informed about student progress via Starfish. Starfish pulls the student's current grade from your Blackboard Grade Center External Grade Column which is set by default set to the Total Column. If you want Starfish to display and pull a different column such as a calculated grade (e.g. weighted grades), you'll need to change your settings. [Click here for step-by-step instructions.](#)



[Exporting the Blackboard Grade Center](#)

Backing-up data on regular basis is a good practice. Use this feature to download your Grade Center to a spreadsheet file. [Click here for step-by-step instructions.](#)

[Export and Archive Blackboard Courses](#)

Making and keeping copies of your courses is a good idea especially if you want to manage and reuse your course content in a future semester. [Click here for step-by-step instructions.](#)



From the Desk of Cynthia Rutz, Director Valparaiso Institute for Teaching and Learning (VITAL) What to Do for the Last Week of Class

Does your last week of class look like every other week of the semester? If so, you may be missing a chance for a memorable finale that will fix the semester's learning in your students' minds.

In this article, some of your colleagues share their ideas about how to end the semester well. Salena Anderson (English) gets her students to apply their learning and empowers them to contribute their ideas to the final exam. I have tried to create a congenial finale for my Core class. George Potter (English) ends his creative writing and upper-level classes with public presentations of student work.

Read the Full Article Here: [What to do for the Last Week of Classes](#)

Running on Empty?

Are your students looking drained? Has the "walking dead" taken over your classroom? Try including more interactive components or have a change of scenery!



Try implementing interactive activities such as [Kahoot](#), [Slido](#), or your own design. Moving your class to a computer lab or even a more informal setting like Grinders Cafe or outside can improve morale and re-energize your students.

Switching up your regular discussion periods will get them looking more alive again!



- Would you like to receive one-one training or a workshop for your team via zoom or on campus?
- Would you like to give a workshop?

[CLICK HERE](#) to express an interest. Include topic, mode & preferred days/times.

ITDA Available Topics:

- Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)
- Simple Syllabus
- One Button Studio
- Screen Castomatic
- Blackboard:
 - Adding Content (Graphics, Videos, LinkedIn, Partner/Market)
 - Course Management (Control Panel)
 - File Management (Download, Upload, Copy, Move, Delete)
 - Tools (Tests/Pools, Rubrics, Discussion Boards, Blogs, Journals)

VITAL/Blackboard/ITDA Help Desk: Submit a Request Here

Visit the NEW VITAL Website, One-Stop-Shop for Faculty Resources