

How to prepare for disastrous system disruptions:

FACULTY:

- Keep copies or originals of your course materials available locally (or on an alternative site): assignments, discussion board questions, even wiki and blog assignments should be retained off site.
- **Archive** your course: use Control Panel, then Archive Course. There is a free reader called bFree that you can install in order to access your course archive (<http://its2.unc.edu/tl/tli/bFree/>). Note, however, that this utility does not give access to the Grade Center.
- Grades and copies of student work are also best kept off site, on a local computer or flash drive. **Download the Grade Center** regularly. To **DOWNLOAD** your grades to an Excel spreadsheet, go to **Grade Center**, move your cursor to **Manage**, and choose **Download**.
- Keep a list of the students in your section(s) and their email addresses. If you do not have this, you can get a list from Steve Castellano (stephen.castellano@lehman.cuny.edu) if you provide him with your course and section number.

STUDENTS:

- Keep the email addresses of your Instructors up to date.
- Keep copies of all the files and other projects that you have submitted through Blackboard.
- Keep a copy of your grades, and even, if appropriate, contributions to Discussion Board Forums and Blogs or Wikis.

Tips for what to do when Blackboard becomes unavailable:

STUDENTS:

- Email your instructor for directions on how to continue your work in the course.

FACULTY:

- Send an e-mail message to the students in your class and let them know about extended deadlines and other changes in your class schedule (if any).
- Also, consider attaching important files (like reading assignments) to this message.
- OR, rather than e-mailing important files to your students as attachments, put these files on an alternate server such as
 - personal server space which comes with most personal or home ISP (Internet Service Provider) contracts
 - (free) personal server space provided by various organizations/vendor including Google Documents

- shared folders provided by file synchronization services like [Sugarsync](#) (free 45 day trial) or [Dropbox](#) (first two 2GB are free)

(Thanks to Manfred Kuechler and the Hunter College Bb Information system, <http://bb.hunter.cuny.edu/>, for tips and information!)