Top 5

End of Semester

Best Practices

Top 5 End of Semester Best Practices

1. Reflect

2. Revisit

3. Revise

4. Remember & Recognize

5. Reach Out

01

Reflect

Take time to examine your accomplishments this semester

- What worked well in the course?

- What did not work as planned?

- What technical difficulties did I or my students have?

- What areas of the course would I like to improve?

- What can I change or enhance within my control?

- What content or activities would I like to add/change?

- Are the course materials accessible?

- Do I want to re-evaluate my grading scales/policies?

Reflection Questions

Reflection

- Revisit the course objectives

- Identify the overall goals of the course

- Edit authentic assignments & assessments

- Align learning activities accordingly

02

Revisit

Review materials and assessments

Course Clean Out

Clean Up the Old Course

Look for Outdated Materials

The easier navigation is, the more time students have for learning. Removing old and outdated content helps reduce cognitive load.
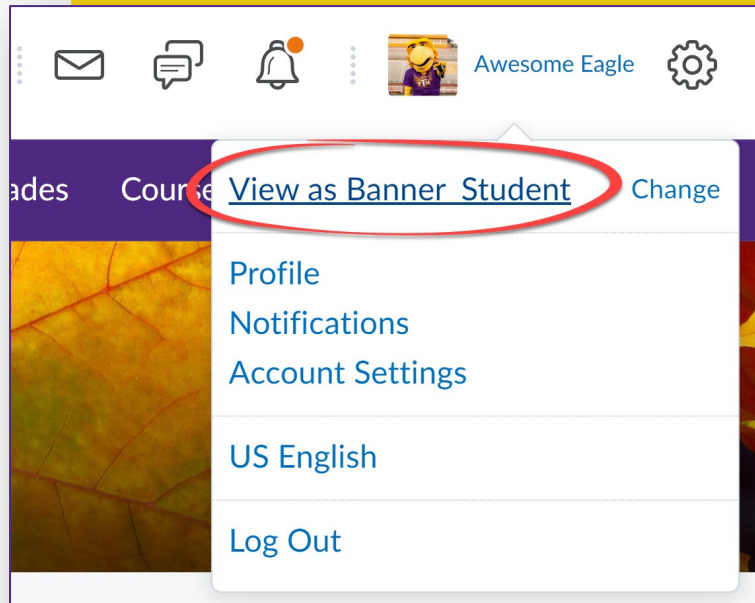
Look for Broken Links

Make sure your links are still live and working.

Update the Syllabus

View the latest syllabus update in Faculty Resources on the Provost's website. Check accessibility of syllabus and materials included.

Review Course Contents

■ ■ ✖

View course as a student

Navigate course as a banner_student

Master Course

- Add New Contents to the Master Course by Copying Course Components
- Delete old/outdated information that is no longer needed for future courses.

Backup your D2L course and gradebook (if applicable)

Export components to a local file
Export Grades to CSV or Excel

03

Revise

Prepare for next semester with syllabus revision and intentionally plan engagement strategies

Syllabus Revision

- Course Objectives

- Dates listed and correct

- Availability of instructor

- Availability of course materials

- Grading revisions or policy changes

- Spotlight study techniques from former students

Engagement Strategies

Voice & Choice

- Videos / Interaction
- Surveys / Polls
- Active Learning

Feedback

- Rubrics
- Peer reviews
- Multiple attempts

Career Related

- Real world scenarios
- Authentic activities & assignments
- Problem based learning

04

Remember & Recognize

Remember what you do *does* matter
Recognize your colleagues

Remember. . .

- **Teaching matters.**

- **Research matters.**

- **Guiding and mentoring students matter.**

"YOU are awesome!" - Awesome Eagle

Recognize

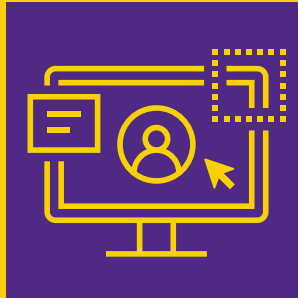**Take a moment to encourage**

and recognize a co-worker

05

Reach Out

Schedule time to work on the course to make improvements

We're here to help!

If you have any questions, please **schedule a consultation** with one of our technology specialists or instructional designers.

Technology Specialists

A technology specialist focuses on implementing and managing the technology infrastructure necessary to support the learning experiences.

Instructional Designers

An instructional designer focuses on designing effective learning experiences that meet specific learning objectives.

Copy the Course

1. Go to the **NEW** course where you would like to copy the information.
2. Access from settings or Course Management
3. Choose **Copy Components from Another Org Unit** and choose the course you want to copy.
4. Select what items you want to copy.

Resources:

- Copy Course Components
- Tutorial Video

What would you like to do?

⦿ **Copy Components from another Org Unit**
   What is an Org Unit?

Course to Copy:

[Search for offering]

☑ Include protected resources

Grades in D2L

Reach out to a technology specialist for assistance with grades in iLearn.

Schedule a Consultation

- Final Adjusted Grade vs. Final Calculated Grade
- Changing Final Grade Option
- Show Column at the Beginning of Grades List
- Calculating the Final Grades
- Releasing Grades to Students

Semester Wrap-Up Checklist

✓ **Reflect**

Take time to examine your accomplishments this semester

✓ **Remember & Recognize**

Remember what you do does matter & recognize your colleagues

✓ **Revisit**

Review materials and assessments

✓ **Reach Out**

Schedule time to work on the course to make improvements.

✓ **Revise**

Prepare for next semester with syllabus revision and intentionally plan engagement strategies.

References/Resources:

Brightspace (D2L) Resources:
- Semester Start Checklist for Instructors
- Finishing Your Semester and Course Wrap-Up
- Ask an Educator: How do I end the semester successfully?

TnTech Resources:
- Copy Course Components
- Start of Semester Checklist

References:

CTLD Support (2022). Copy a Canvas Course into the New Semester. *Metropolitan State University of Denver*. Web Address.

D2L End of Semester Checklist for Instructors. *Savannah State.* Web Address.

End of Semester D2L Tips. *Office of Information Technology. University of Colorado Boulder.* Web Address.

Thank you!

Questions, Comments, Concerns?

Please take a moment to fill out our feedback survey for today's session.

Final Adjusted Grade vs. Final Calculated Grade

Final Adjusted Grade

- Allow you to update and change grades after calculation is complete.
- Is the default. This can be changed in the settings.
- Brightspace Resource:
  Adjust final grades for all learners

Final Calculated Grade

- Once the calculation is complete, this is the final grade.

Final Grade Released

Release

- ◉ Calculated Final Grade ❓ ⬅
- ◯ Adjusted Final Grade ❓

- ☐ Automatically release final grade ❓

Grade Calculations

Ungraded Items

- ◯ Drop ungraded items ❓
- ◉ Treat ungraded items as 0 ❓

Auto Update

- ☑ Automatically keep final grades updated ❓ ⬅

Save Close

Back to Grades Overview

Change Final Grade Option

You can change which final grade option you want to use at any point.

- Go to **Grades**
- Choose the **Settings** link in the upper right corner
- Choose the **Calculation Options** tab
- Under **Final Grade Released**, choose the option you want.
    - Calculated Final Grade
    - Adjusted Final Grade

Back to Grades Overview

1. Select the arrow to the right of the final grade column that is your default

2. Choose **Enter Grades**

3. Select the arrow to the right of the final grades title at the top

4. Choose **Recalculate All**

5. Choose the final grade option to calculate

6. Click **Calculate**

Calculating Final Grades

Back to Grades Overview

1. Select the arrow to the right of the final grade column that is your default
2. Choose **Enter Grades**
3. Select the arrow to the right of the final grades title at the top
4. Choose **Release All**
5. A confirmation dialogue box will appear, click **Yes**
6. Click **Save** when you are ready.

Releasing the Final Grades

Back to Grades Overview

Show Column at the Beginning of Grades List

To make it easier as you deal with final grades, you can add the correct colum as the first column of the grades.

- Go to **Grades**
- Choose the **Settings** link in the upper right corner
- Under the **Personal Display Options** tab
- Select which option to show under **Repeat Final Grade**
  - Repeat Calculated Final Grade
  - Repeat Adjusted Final Grade

Back to Grades Overview

Awesome Eagle's Sandbox

Content   Assignments   Quizzes   Discussions   YuJa Media   Grades   Course Tools   Resources   Course Management

Schemes   Setup Wizard

Settings

Switch to Standard View   More Actions

how Search Options

Name, Username	Final Grades				Final Grades	
	Final Calculated Grade	MT Assignment 1	Mascot Training- Assignment 2	Subtotal	Final Calculated Grade	Final Adjusted Grade
Student.Eleven	0 %	/ 10	/ 100	0 / 110, 0 %	0 %	/
dent.Ten	0 %	/ 10	/ 100	0 / 110, 0 %	0 %	/
, student.13	0 %	/ 10	/ 100	0 / 110, 0 %	0 %	/
Student.Twelve	0 %	/ 10	/ 100	0 / 110, 0 %	0 %	/

Previous End of Semester Wrap-Up Sessions

- November 29, 2022
- July 26, 2022
- April 26, 2022
- December 7, 2021
- May 11, 2021