

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



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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Look for Outdated Materials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 Removing old and outdated content helps reduce cognitive load.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

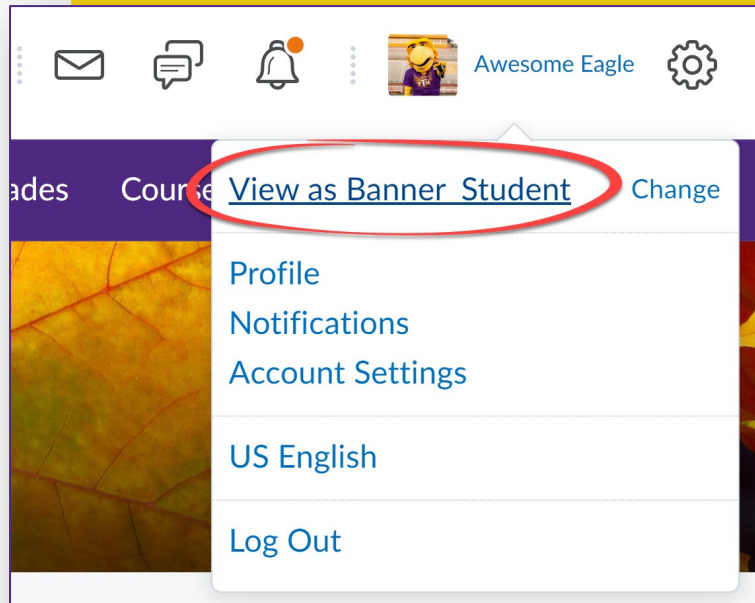
Make sure your links are still live and working.



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- Delete old/outdated information that is no longer needed for future courses.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

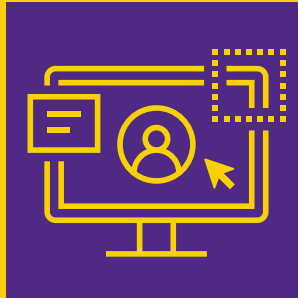
Reach Out

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.



What would you like to do?

- ☒ Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:

☒ Include protected resources

Resources:

- [Copy Course Components](#)
- [Tutorial Video](#)

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.



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

[Schedule a Consultation](#)

Grades in D2L

- [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

The screenshot shows the 'Awesome Eagle's Sandbox' interface. At the top, there's a navigation bar with links for Content, Assignments, Quizzes, Discussions, YuJa Media, Grades, Course Tools, Resources, and Course Management. Below this, there's a 'Schemes' tab and a 'Setup Wizard' button. A 'Switch to Standard View' button and a 'More Actions' dropdown are also visible. The main content area displays a table with columns for 'Name, Username', 'Final Grades', 'Assignments', and 'Subtotal'. The 'Final Grades' column has a dropdown menu for 'Final Calculated Grade'. The 'Assignments' column has dropdowns for 'MT Assignment 1' and 'Mascot Training- Assignment 2'. The 'Subtotal' column shows '0 / 110, 0 %'. The 'Final Grades' column also has a dropdown for 'Final Calculated Grade' and a 'Final Adjusted Grade' column. The table lists four students: 'tudent.Eleven', 'ent.Ten', 'student.13', and 'tudent.Twelve'. Each student row has a '0 %' value in the 'Final Grades' column. In the top right corner, there's a 'Settings' link with a gear icon.

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

Screenshot of the eLearn system interface showing the 'Enter Grades' page. The page displays a table for entering grades for students. The table has columns for 'Last Name, First Name, Username', 'Final Grades', 'Assignments', and 'Final Grades'. The 'Final Grades' column has a dropdown menu with '0 %' selected. The 'Assignments' column has dropdown menus for 'MT Assignment 1' and 'Masoc Training- Assignment 2'. The 'Final Grades' column has a dropdown menu with '0 %' selected. A yellow circle highlights the '0 %' dropdown menu in the 'Final Grades' column.

	Last Name ▲, First Name, Username	Final Grades	Assignments ▼			Final Grades	
		Final Calculated Grade ▼	MT Assignment 1 ▼	Masoc Training- Assignment 2 ▼	Subtotal	Final Calculated Grade ▼	Final Adjusted Grade ▼
<input type="checkbox"/>	Eleven, Student, Student.Eleven ▼	0 %	9 / 10	95 / 100	104 / 110, 94.55 %	0 %	
<input type="checkbox"/>	Ten, Student, Student.Ten ▼	0 %	7 / 10	85 / 100	92 / 110, 83.64 %	0 %	
<input type="checkbox"/>	Thirteen, Student, student.13 ▼	0 %	9 / 10	90 / 100	99 / 110, 90 %	0 %	
<input type="checkbox"/>	Twelve, Student, Student.Twelve ▼	0 %	8 / 10	95 / 100	103 / 110, 93.64 %	0 %	

50 per page ▼

Save Cancel

Get Help

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](#)

The screenshot displays the 'Enter Grades' page in the eLearn system. The table contains the following data:

	Last Name ▲, First Name, Username	Final Grades	Assignments ▼			Final Grades	
		Final Calculated Grade ▼	MT Assignment 1 ▼	Mascot Training- Assignment 2 ▼	Subtotal	Final Calculated Grade ▼	Final Adjusted Grade ▼
<input type="checkbox"/>	Eleven, Student, Student.Eleven ▼	0 %	9 / 10	95 / 100	104 / 110, 94.55 %	0 %	
<input type="checkbox"/>	Ten, Student, Student.Ten ▼	0 %	7 / 10	85 / 100	92 / 110, 83.64 %	0 %	
<input type="checkbox"/>	Thirteen, Student, student.13 ▼	0 %	9 / 10	90 / 100	99 / 110, 90 %	0 %	
<input type="checkbox"/>	Twelve, Student, Student.Twelve ▼	0 %	8 / 10	95 / 100	103 / 110, 93.64 %	0 %	

At the bottom of the table, there is a '50 per page' dropdown, 'Save' and 'Cancel' buttons, and a 'Get Help' link.

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

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Awesome Eagle's Sandbox

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

Schemes Setup Wizard

Switch to Standard View More Actions

[Show Search Options](#)

Settings

Name, Username	Final Grades	Assignments			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 %	/
Student.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 %	/

Show Column at the Beginning of Grades List

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

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Previous End of Semester Wrap-Up Sessions

- [November 29, 2022](#)
- [July 26, 2022](#)
- [April 26, 2022](#)
- [December 7, 2021](#)
- [May 11, 2021](#)

