

# End of Semester Checklist

Items to check in order to “close out” a term and prepare for another one.....

## ARCHIVE AND SAVE YOUR CURRENT COURSE INFO

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- Release Final Grade column to students (they will have access through a few days after classes end. (Directions on Faculty Tutorials page: [www.pstcc.edu/online/faculty/](http://www.pstcc.edu/online/faculty/))
- Export your grades to a CSV file, which can be opened in Excel for printing. (Directions on Faculty Tutorials page: [www.pstcc.edu/online/faculty/](http://www.pstcc.edu/online/faculty/))
- Print and/or save discussion postings as necessary (enter Discussion tool, put a check next to items, click Print Selected items icon (small printer with check mark by it). .
- Print and/or archive email messages as necessary (Remember that D2L email is exactly like your PSTCC email, it will be there until you delete it. To keep your Inbox from becoming overwhelming, consider archiving messages into a “Fall08” or “Spring09” folder in D2L to empty out your Inbox for the next semester)
- Download dropbox submissions as necessary (Use the check boxes by all students and the download button to retrieve all files in one ZIP archive for easy storage)

## INCOMPLETES

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- Notify ETS staff of students with incomplete for access to the past course.

## PREPARING FOR THE NEXT SEMESTER

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- Copy course components into Master Course or future semester’s course.

### MASTER COURSE

If your master course has been kept up to date, you can simply make all of your edits and date changes in it to prepare it for the next term.

If your master course is not up to date and you want to use the current course, **CLEAN OUT** your master course and then copy components into the course **CLEANING OUT YOUR MASTER COURSE TAKES ABOUT 5-10 MINUTES. INSTRUCTIONS ARE ON A SEPARATE SHEET. IF YOU DO NOT CLEAN OUT YOUR MASTER COURSE, TAKE CARE TO ONLY COPY BACK WHAT YOU HAVE NOT CREATED AS COPYING COMPONENTS DOES NOT OVERWRITE OR REPLACE ANY COMPONENT IN A COURSE.**

### NEXT SEMESTER’S COURSES

If you are already in Banner as an instructor, you should see the courses shortly before the semester starts. You can copy components from any course into that course shell and begin editing.