



# Top 5

## End of Semester

### Best Practices

# Meet the Instructional Designers



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**WINGS UP!**

## Session Resources:

- Session will be recorded.
- Slide deck will be shared.
- Links to resources throughout presentation.
- We will be in the chat to answer any questions.
- Book a consultation with your instructional designer!

# Top 5 End of Semester Best Practices

1. Reflect
2. Revisit
3. Revise
4. Recognize
5. Reserve Time





# 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



# We want to hear from you:

- What are some "wins" from your semester?
- Share out in the chat





# Reflection

- Revisit the course objectives
- Identify the overall goals of the course
- Edit authentic assignments & assessments
- Align learning activities accordingly



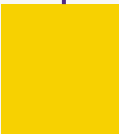




02

# Revisit

Review materials and assessments



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## Look for Outdated Materials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 Removing old and outdated content helps reduce cognitive load.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

# Check Your Gradebook Settings



<input type="checkbox"/>	Last Name ▲	First Name	Username	Final
<input type="checkbox"/>	Charlotte, Student,	student.six	▼	0 %
<input type="checkbox"/>	Derek, Student,	student.three	▼	0 %
<input type="checkbox"/>	Emma, Student,	student.two	Preview	
<input type="checkbox"/>	Mateo, Student,	student.five	View Event Log	
<input type="checkbox"/>	Maya, Student,	student.four	Email user	
<input type="checkbox"/>			Bulk edit exemptions	

## Points vs. Weighted Gradebook

- [Points Grading System in iLearn](#)
- [Weighted \(Percentage\) Grading System in iLearn](#)

## Calculated vs. Adjusted Final Grade

Go to:

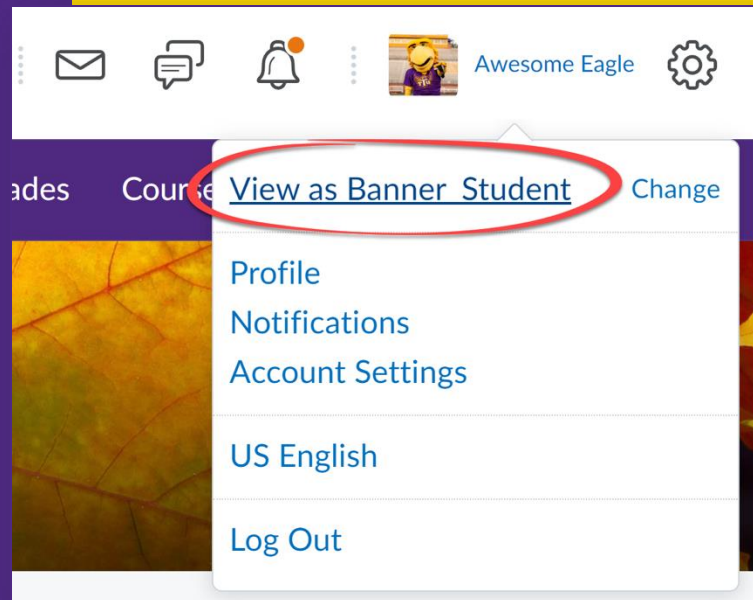
- Grades
- Settings (top-right corner)
- Calculation Options

## Releasing Final Grades

- [Calculating and Releasing the Final Grades](#)
- You can always double check a student's grade view by going to Grades > Enter Grades > Click the down arrow next to a student's name > Preview.
- You will also know if a final grade is released if there is an eye icon next to the Final Calculated Grade.



# 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

## Tn Tech Syllabus Information

- Course Objectives
- Dates listed and correct
- Availability of instructor
- Availability of course materials
- Grading revisions or policy changes
- Generative AI Syllabus Statement





# Engagement Strategies



## Voice & Choice

- Videos / Interaction
- Surveys / Poll Everywhere
- Active Learning

## Feedback

- Rubrics
- Peer reviews
- Multiple attempts

## Career Related

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





04

# Recognize

Remember what you do *does* matter  
Recognize your colleagues





# Remember. . .

- Teaching matters.
- Research matters.
- Guiding and mentoring students matter.

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"YOU are awesome!" - Awesome Eagle



# We want to hear from you:

Did you:

- Try a new teaching method?
- Seek authentic feedback from students?
- Develop a new prep?
- Collaborated with colleagues to share best practices?
- Identify course refinements for next semester?

Pause and Reflect



# Recognize

Take a moment to encourage  
and recognize a co-worker.



# 05

# Reserve Time

Schedule time to work on the course to make improvements



# How Can WE Help YOU?

## Consultations

- Course Design
- Learning objectives
- Tech-Enhanced iLearn Templates

## Observations

- Not sure where to start?
- Trying a new classroom strategy?
- We offer feedback and support!

## SGIDs

- [Small Group Instructional Diagnostic](#)
- Midpoint of every semester
- Spring is already booking!

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



The screenshot shows the Blackboard interface for 'Awesome Eagle's Sandbox'. The navigation menu includes Content, Assignments, Quizzes, Discussions, YuJa Media, Grades, Course Tools, Resources, and Course Management. A dropdown menu for the user 'Awesome Eagle' is open, showing options: Organization Related, Import/Export/Copy Components (circled in red), and Media Library. Below the navigation is a banner image of autumn leaves with the text 'Awesome Eagle's Sandbox'.

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.

# Semester Wrap-Up Checklist



## ✓ Reflect

Take time to examine your accomplishments this semester

## ✓ Recognize

Remember what you do does matter & recognize your colleagues

## ✓ Revisit

Review materials and assessments

## ✓ Reserve Time

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.

