**End of Semester Checklist**

With the end of semester approaching, please keep in mind the following:

Export and download your course gradebook. See how to do this [here](https://community.canvaslms.com/docs/DOC-12811-415255012).

Have you finalized your gradebook?

Have you saved a copy of your gradebook?

Have you submitted your official grades?

You can restrict student access after the course is concluded. See how to do this [here](https://community.canvaslms.com/docs/DOC-12717-4152332400).

Update your Canvas Dashboard by updating your favorite courses from your courses list. See how to do this [here](https://community.canvaslms.com/docs/DOC-12896-4152719654).

Request enrollment into next semester’s course shell by emailing [registrar@unthsc.edu](mailto:registrar@unthsc.edu) and [canvas@unthsc.edu](mailto:canvas@unthsc.edu).

Have you completed FERPA training?

Have you filled out the [EIS Student Records Access Authorization Form](https://www.unthsc.edu/center-for-innovative-learning/wp-content/uploads/sites/35/2018/05/EIS-Student-Data-Access-Authorization-Form-Fill.pdf)?

Request [canvas@unthsc.edu](mailto:canvas@unthsc.edu) to copy course content into the next semester’s course shell. Or, see how to do this [here](https://community.canvaslms.com/docs/DOC-12935-415257077).

Check and confirm that all course links are still functional. See how to do this [here](https://community.canvaslms.com/docs/DOC-12770-4152476605).

Check with the Center for Innovative Learning (canvas@unthsc.edu) for individual consultation that may include:

* answering questions about online/blended instruction
* preparing and planning for online course development
* discussing strategies for incorporating new technologies into your existing courses
* assisting in developing pedagogically sound strategies and materials
* information on teaching and learning effectively in online/blended courses
* effectively using LMS tools