**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 and 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 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