

## Wrapping Up a Semester

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

- **Closing up shop on courses**
  - Export your course
  - Download your grades.
- **Getting ready for next semester**
  - Request a new course shell, and edit for the first day of classes.
  - Refresh your course by checking links and revising content as needed.

In addition, check with the Center for Online Education ([canvas@unthsc.edu](mailto: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

### Availability

☐ Have you made your course unavailable to students?

### Grades

☐ Have you finalized and submitted your official grades?

☐ Have you exported and saved a copy of your grades?

### Archiving/Course Copy

☐ Have you archived your course?

☐ If you will be teaching the course again next semester, have you kept a course archive or copy to reuse?