

D2L End of Semester Checklist for Instructors:

As the semester wraps up we start to think about grading, making resolutions for next semester, preparing for the Holidays, fitting in the get togethers, the recitals, and the shopping....the list could go on and on.

As faculty in higher education you have a perpetual list of responsibilities. It's easy to get mired down in lists, or to just avoid them all together.

1. Take time to examine your accomplishments this semester

So often as the semester winds down we reflect on the looming to do list in the future, or lament look back at the things we failed to achieve this time around. Fight off that urge and let yourself spend some time focusing on the silver lining.

- 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 content or activities would I like to add?

2. Remember what you do does matter

The impact that your teaching, your research, your guidance and mentorship have right now on students is shaping the future of our city, our country, and the world. That's something pretty amazing to be a part of.

3. Take a moment to encourage another co-worker

We all have those co-workers who seem to have it all together, always turning things in early, coming up with ingenious ideas, and basically are just awesomeness! Well take time to let them know this! Or maybe you've noticed the colleague who just doesn't seem themselves. Encouragement goes a long way – and its reciprocal – they feel good, you feel good, and it's all good!

4. Schedule time to work on the course to make improvements.

Take advantage of instructional designers, eLearning support specialists, media production and graphic artists to improve your course. If you found some technical difficulties that your students had, visit with your Brightspace support staff and get their help in resolving what those issues are.

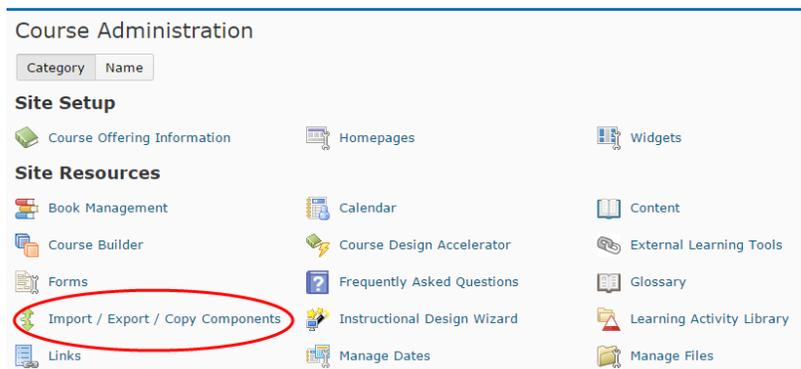
Review Course Contents:

- Update the Master Course in D2L.
 - See your department's procedure to update the Master Course.
 - Add new contents to the Master Course ([see Copy Components](#))
 - Delete contents that are no longer relevant from the Master Course.
- Download your students' files for archiving. ([See example](#))
- Backup your D2L course ([See Export Components](#))
- Backup your D2L gradebook if applicable. ([See example](#))
- If you are using e-books that are embedded in the publisher's portal such as the case with McGraw Hill, you may need to deactivate an e-book course and archive the course content for reuse depending on the individual publisher's procedure.

Copying Course Components

The following YouTube video will demonstrate the steps of copying course contents from an existent course to your new D2L course. To start the coping process, follow these steps:

1. After you have signed onto D2L, navigate to your new course.
2. Click "Design" from the top menu and choose "Edit Course".
3. Click the "Import / Export / Copy Components" option under the **Site Resources** section. See below:



4. Select Search for Offering
5. Search for course
6. Select Add Selected
7. Select Copy All Components
8. Select Copy All Components or Select Components (individually select items)
9. Click to view the video. (Video Reference:

<https://www.youtube.com/watch?v=yRLLu20753M> by COBA)

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Download Student files

1. From the top menu bar click **Assessment** and then select **Dropbox**. The Dropbox Folders page will open.
2. Click on the Dropbox folder that contains the student files (submissions) that you want to download. The "Folder Submissions –Dropbox name" page will open.
3. From the page just opened, select the student files that you want to download. Click the **Download icon** at the bottom of the page. (See image below :)

The screenshot shows a web interface for viewing student submissions. At the top, there is a menu bar with options: Download, Email, Display Read, Display Unread, Delete, and Publish Feedback. A dropdown menu is set to '20 per page'. Below this is a table with columns: Last Name ▲, First Name, Report, Submission Date, and Delete. Two rows are visible:

Last Name ▲, First Name	Report	Submission Date	Delete
<input checked="" type="checkbox"/> 5, student Assignment1.htm (419 Bytes) I have trouble with q5.		Nov 11, 2015 7:31 PM	
<input checked="" type="checkbox"/> Al Hass, 2763-Anthony-web.png (189.98 KB)		Nov 11, 2015 9:44 PM	Evaluate

At the bottom of the page, the same menu bar is repeated, with the 'Download' button circled in red.

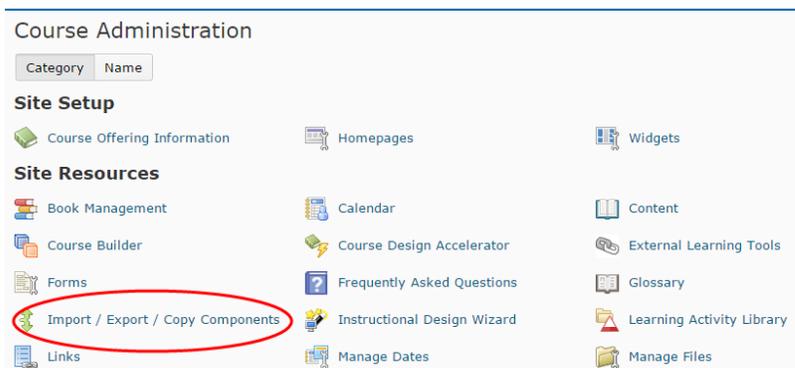
4. A zip file will be created for the files that you have just download. Save the zip file to your archive folder on your computer.

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Export Components

The following YouTube video will demonstrate the steps of exporting a D2L course to your computer. To start the exporting process, follow these steps:

1. After you have signed onto D2L, navigate to your new course.
2. Click “Design” from the top menu and choose “Edit Course”.
3. Click the “Import / Export / Copy Components” option under the **Site Resources** section. See below:



4. Select Export Components
5. Select Start
6. Select what items you want to export
7. Select Continue
8. Confirm Components to Export
9. Select Continue
10. Select Finish
11. Select “Click here to download the export Zip package”
12. Save it to your local computer
13. Click to view the video. (Video Reference:
https://www.youtube.com/watch?v=RkD_VRJN9zQ by COBA)

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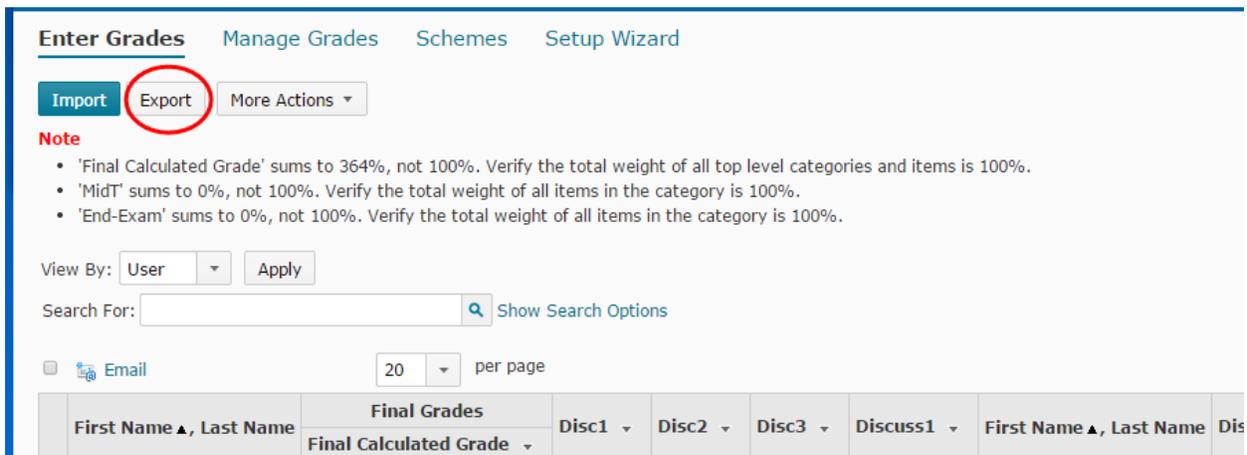
Backup Course Grades

Complete all grading

- Set-up/or verify all calculated columns are working correctly
- Set-up/or verify letter grade column is working correctly
- Scan columns in the grade book and look for anything that is out of place (for example, students who have blank scores or particular assignment missing a lot of scores)

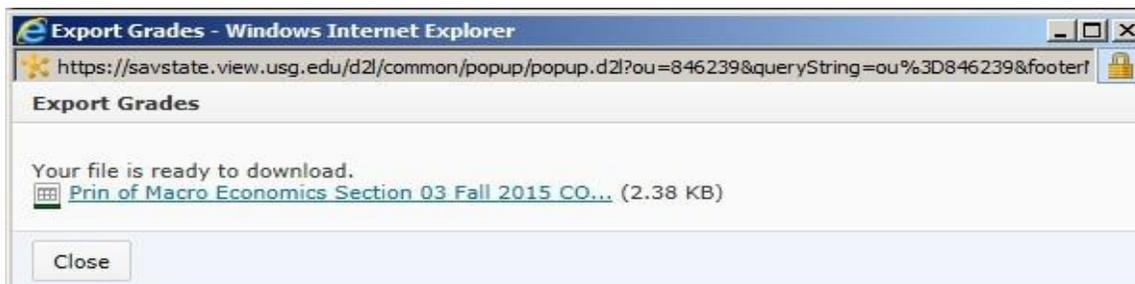
Now you can back up a copy of your D2L gradebook to Excel. The steps are as follow:

1. From the top menu bar click **Assessment** and then select **Grades**.
2. From the top menu bar of the Grade page, click on “Enter Grades”. The Gradebook page will open. Click the Export button on this page (see image below):



The screenshot shows the 'Enter Grades' interface. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are three buttons: 'Import', 'Export' (circled in red), and 'More Actions'. A 'Note' section follows, containing three bullet points: 'Final Calculated Grade' sums to 364%, not 100%; 'MidT' sums to 0%, not 100%; and 'End-Exam' sums to 0%, not 100%. Below the note are 'View By' and 'Search For' fields. At the bottom, there is a table with columns for 'First Name ▲, Last Name', 'Final Grades', 'Disc1', 'Disc2', 'Disc3', 'Discuss1', and 'First Name ▲, Last Name Dis'.

3. The “Export Grades” page will open. At the bottom of the page click the “Export to Excel” button.
4. An Excel file with file extension (.xlsx) will be created. (See image below):



The screenshot shows a browser window titled 'Export Grades - Windows Internet Explorer'. The address bar shows a URL from savstate.view.usg.edu. The page content includes the heading 'Export Grades' and a message: 'Your file is ready to download.' Below this is a link to 'Prin of Macro Economics Section 03 Fall 2015 CO...' (2.38 KB). A 'Close' button is located at the bottom of the page.

5. Click on the link to the file name to download the Excel file.
6. Click the dropdown icon of the download file to open it in Excel and then you save it for archiving.

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