

End of Semester Wrap Up Checklist

Important Dates

Check with your program Coordinator, Chair, Associate Dean or Dean for the following important dates:

- Last day of teaching

Review Loyalist College website for [Academic Calendar](#) and confirm:

- Final grades in Student Information System
- First day of the following semester

Retain Course Materials

Review Canvas Course Prep Checklists:

- [Course Copy/Importing Checklist](#)
- [New Course Build Checklist](#)

Connect with your Chair/Associate Dean or Program Coordinator regarding access to course materials from a previous term if you have not taught the course.

Grade Centre

Conduct Gradebook review and ensure final grade columns are calculating as intended:

- Refer to [Gradebook overview tutorials](#)
- Review [Gradebook settings](#) resources
- Note: The total column in Canvas is an averaged column. **Be sure to enter zeros for missing submissions to accurately reflect final grade**
- Review difference between [weighted total and simplified grading](#)
- Enter final grades through Grade Entry App accessed through [myLoyalist.com](#)

Additional Tasks

- Create your own sandbox to house additional course materials or copy in materials not being used. Select “Start a New Course” from your Canvas Dashboard. Course will show up in Unpublished card display
- Contact CLLAE by email to set up an appointment if needed (catl@loyalistcollege.com)
- Checkout upcoming workshops on the [Events Calendar](#)
- Review [CLLAE website](#) for other resources that may enhance your course