



Centre for the Advancement of Teaching and Learning

END OF SEMESTER WRAP UP – BLACKBOARD CHECKLIST

IMPORTANT DATES



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

- Last day of teaching
- Final grades due in Banner
- First day of the following semester

RETAIN COURSE MATERIALS



If you require a **Template** for your current courses, send a request to **ServiceDesk** listing the **Course Name, Course Code, & Course ID's** **NOTE:** if you already have a template you do not need to request a new one.



Ensure you have **Bulk Deleted Existing Templates** if you have one.



Copy the **Live Course to your Template** for next semester or contact **service desk** to request a course template if this is a new course.

GRADE CENTRE



Conduct a **Grade Centre Review** to ensure your final grade columns are calculating as intended and that all assessments are assigned to the intended category



Review and update the **Final Grade formula** to reflect any changes to assignments or point values



Download Grade Centre and save it to your computer



Enter final grades into **Banner**

ADDITIONAL TASKS



Contact **CATL** by email with any questions



Check out the **CATL Event Page** for upcoming professional development opportunities



Review the **CATL website** for other resources that may enhance your course