

## Topic: End of Semester Tasks

### Introduction

This tutorial outlines the recommended tasks for faculty to complete in D2L Brightspace at the end of a semester. Many of the steps link to other tutorials that are located on the [Office of Online Learning](https://www.mnstate.edu/instructional-technology/desire2learn/faculty/) website (<https://www.mnstate.edu/instructional-technology/desire2learn/faculty/>).

### Choosing which option to use to enter grades into ISRS

You have **two options for entering final grades** into the official grades record (ISRS) using the eServices Grade and LDA Entry tool:

\*Last Day of Attendance (LDA)

- Enter final grades manually into ISRS as in the past, or
- Use a function that will pull the final grades into ISRS from your course in D2L Brightspace.

Note: Using the functionality to pull grades into ISRS from your course in D2L Brightspace can save time and increase accuracy when posting final grades. However, you need to complete a series of steps before you can successfully pull grades into ISRS.

Choose one of the options below for entering final grades into ISRS:

**OPTION 1:** Enter final grades manually into ISRS

- Complete all steps in this document, beginning with [Release Final Grades to your Students](#) on page 2.

**OPTION 2:** Pull final grades into ISRS from your course in D2L Brightspace

- [Importing Grades into ISRS from D2L Brightspace](#) (new document)
- [Export Gradebook](#) (below)
- [Check End Date](#) (below)
- [Request a Course Shell for Next Semester](#) (below)
- [Backup your Course](#) (below)

## ☐ Release Final Grades to your Students

**Overview:** Students see the grades for each grade item but do not see a cumulative final score at the end of the semester. In order to see their final grade, you need to **release** it.

Refer to the following tutorial for instructions:

- [Releasing Final Grades to Students](#) (PDF).

## ☐ Export Gradebook

You can export grades from your D2L Brightspace course to an Excel spreadsheet for archival purposes.

**NOTE:** It is a good practice to export your Grades List during and at the end of the semester so that you have a backup of your Grades.

Refer to the following tutorial for instructions:

- [Export Gradebook](#) (PDF)

## ☐ Check End Date

The End Date is automatically set to the last official day of the semester. This is typically the last day of finals. Students will not be able to access the course after that date unless you change the course End Date. Changing the date is helpful if you want your students to see their final grades in your course after the End Date.

Complete the following steps to change the course End Date:

1. Open your course in D2L Brightspace.
2. Click **Course Admin**.
3. Click **Course Offering Information**.
4. Change the date given in the End Date section to the date and time when you want to close access to the course.
5. Click **Save**.

6. Courses are initially created with the end date listed on the course schedule in eServices. Each term the course end date will be extended according to the table below.

Term	To Date	When will this happen?
Fall	12/31 @11:59pm	October
Spring	5/31 @ 11:59pm	March
Summer	8/31 @ 11:59pm	TBD

7. This allows students to access their courses after the final grade has posted.  
 8. If this setting change does not fit your needs you can modify the end date.

### **Submit Grades to MSUM (manual process)**

Use the steps below to enter final grades **manually** in ISRS.

Note: Use the instructions given in [Importing Grades into ISRS from D2L Brightspace](#) if you chose to pull grades into ISRS from D2L Brightspace.

1. Go to the [eServices](#) page.
2. Click [Employee Login].
3. Login using your StarID and password.
4. Click **Faculty** in the upper left portion of the window to open the menu.
5. Click **Grade & LDA Entry** for final grade entry.

A list of your classes for the current semester should appear on the Course List and Grade Entry window.

### **Request a Course Shell for Next Semester**

Go to the [D2L Brightspace Course Request Form](https://my.mnstate.edu/ITS/Forms/RequestD2LShell) (https://my.mnstate.edu/ITS/Forms/RequestD2LShell)

Enter your StarID and password to login to the form.

- Request your course shells for fall 2020. Use the D2L Brightspace shell request form (<https://my.mnstate.edu/ITS/Forms/RequestD2LShell>) to submit your request online.
- Fall 2020 shells can be requested April 28 – August 3. On August 4, all unrequested spring sections will be created as single section course shells.

## □ Backup Your Course

Your courses are archived for two years after the course End Date. After that date, Minnesota State begins to remove the two-year old courses from the Minnesota State system. Although you, as the instructor, will still have access to the course for two years after it has ended, it is considered a “best practice” to have a backup stored of your course for archival purposes. This is especially important when you do not teach the course on a regular basis. To guard against the possibility of losing your course contents, we highly recommend that you backup your course components.

Refer to the following tutorial for instructions:

- [Backup Your Course](#)

## For More Information

Please contact the Office of Online Learning at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 (option 3) if you have questions about this material.