END OF COURSE CHECKLIST

End on a Cordial Note

- ✓ Post a closing message to students. Encourage them to complete the **Course Survey**.
- ✓ Consider asking students to share their class experiences and lessons learned in a closing discussion activity.

Course Management

- ✓ Analyze student feedback and personal observations and identify areas of improvement for the next course offering.
- ✓ As per College policy, Final Exam grades within your online course **must not** be released to students. Refer to [Brightspace (D2L) Grade Book and PeopleSoft Manual](#).
- ✓ Submit final grades by transfering your Grade Book to PeopleSoft. Refer to [Brightspace (D2L) Grade Book and PeopleSoft Manual](#).