TENNESSEE TECH

CENTER FOR INNOVATION IN TEACHING AND LEARNING

19 15

Top 5
End of Semester
Best Practices

Meet the Instructional Designers

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Session Resources:

- ○ Session will be recorded.

- ○ Slide deck will be shared.

- ○ Links to resources throughout presentation.

- ○ We will be in the chat to answer any questions.

- ○ Book a consultation with your instructional designer!

Top 5 End of Semester Best Practices

1. Reflect

2. Revisit

3. Revise

4. Recognize

5. Reserve Time

01

Reflect

Take time to examine your accomplishments this semester

- 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 can I change or enhance within my control?

- What content or activities would I like to add/change?

- Are the course materials accessible?

- Do I want to re-evaluate my grading scales/policies?

Reflection

Questions

We want to hear from you:

- What are some "wins" from your semester?

- Share out in the chat

Reflection

- Revisit the course objectives

- Identify the overall goals of the course

- Edit authentic assignments & assessments

- Align learning activities accordingly

02

Revisit

Review materials and assessments

Course Clean Out

Course Clean Out

Clean Up the Old Course

■ ■ ✖

Look for Outdated Materials

The easier navigation is, the more time students have for learning. Removing old and outdated content helps reduce cognitive load.
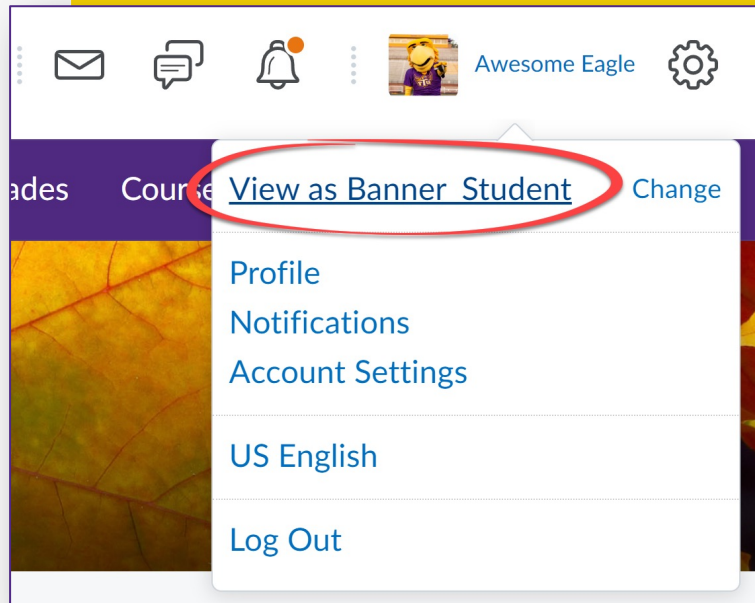
Look for Broken Links

Make sure your links are still live and working.

Update the Syllabus

View the latest syllabus update in Faculty Resources on the Provost's website. Check accessibility of syllabus and materials included.

Review Course Contents

View course as a student

Navigate course as a banner_student

Master Course

- Add New Contents to the Master Course by Copying Course Components
- Delete old/outdated information that is no longer needed for future courses.

Backup your D2L course and gradebook (if applicable)

Export components to a local file
Export Grades to CSV or Excel

03

Revise

Prepare for next semester with syllabus revision and intentionally plan engagement strategies

Syllabus Revision

Tn Tech Syllabus Information

- Course Objectives

- Dates listed and correct

- Availability of instructor

- Availability of course materials

- Grading revisions or policy changes

- Generative AI Syllabus Statement

Engagement Strategies

Voice & Choice

- Videos / Interaction

- Surveys / Poll Everywhere

- Active Learning

Feedback

- Rubrics

- Peer reviews

- Multiple attempts

Career Related

- Real world scenarios

- Authentic activities & assignments

- Problem based learning

04

Recognize

Remember what you do *does* matter
Recognize your colleagues

Remember...

- **Teaching matters.**

- **Research matters.**

- **Guiding and mentoring students matter.**

"YOU are awesome!" - Awesome Eagle

We want to hear from you:

Did you:

- Try a new teaching method?
- Seek authentic feedback from students?
- Develop a new prep?
- Collaborated with colleagues to share best practices
- Identify course refinements for next semester?

Share out in the chat!

Recognize

Take a moment to encourage

and recognize a co-worker

05

Reserve Time

Schedule time to work on the course to make improvements

How Can WE Help YOU?

Consultations

- Course Design
- Learning objectives
- Tech-Enhanced iLearn Templates

Observations

- Not sure where to start?
- Trying a new classroom strategy?
- We offer feedback and support!

SGIDs

- Small Group Instructional Diagnostic
- Midpoint of every semester
- Fall is already booking!

For any questions, please schedule a consultation with one of our technology specialists or instructional designers.

Copy the Course

1. Go to the **NEW** course where you would like to copy the information.
2. Access from settings or Course Management
3. Choose **Copy Components from Another Org Unit** and choose the course you want to copy.
4. Select what items you want to copy.

Resources:

- Copy Course Components
- Tutorial Video

Semester Wrap-Up Checklist

✓ **Reflect**

Take time to examine your accomplishments this semester

✓ **Revisit**

Review materials and assessments

✓ **Revise**

Prepare for next semester with syllabus revision and intentionally plan engagement strategies.

✓ **Recognize**

Remember what you do does matter & recognize your colleagues

✓ **Reserve Time**

Schedule time to work on the course to make improvements.

Join us this summer!

Summer Intensive: Teaching with AI at Tennessee Tech

Featuring interactive sessions practicing using AI for alignment and assessment and a panel of faculty discussing AI use in their classes

May 13, 2024, 8:00 am – 2:00 pm

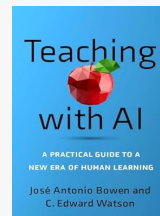**Coffee, pastries, and lunch provided**

Volpe Library 112

Summer Virtual Reading Group: *Teaching with AI: A Practical Guide to a New Era of Human Learning*

(book provided)

Tuesdays from 11-11:30

June 4-July 30

CITL

Summer 2024

Opportunities

References/Resources

Brightspace (D2L) Resources:
- [Semester Start Checklist for Instructors](#)
- [Finishing Your Semester and Course Wrap-Up](#)
- [Ask an Educator: How do I end the semester successfully?](#)

TnTech Resources:
- [Copy Course Components](#)
- [Start of Semester Checklist](#)

References:
CTLD Support (2022). Copy a Canvas Course into the New Semester. *Metropolitan State University of Denver*. [Web Address](#).
D2L End of Semester Checklist for Instructors. *Savannah State.* [Web Address.](#)
End of Semester D2L Tips. *Office of Information Technology. University of Colorado Boulder.* [Web Address](#).

Thank you!

Questions, Comments, Concerns?

Please take a moment to fill out our [feedback survey](#) for today's session.