D2L Course End of Semester Checklist

The following checklist will guide Instructors through the end of the semester process for D2L courses.

Item	Description	Complete
1	**Enter a score for all items in the gradebook.** ● **If the gradebook is set to "Drop ungraded items":** Enter a zero for missing assignments. ○ If a zero is not entered for missing assignments students will see an inflated grade that does not accurately represent the grade in your course.	
2	**Release Final Calculated or Adjusted Final Grade.** ● If final grades have not been released, review [Releasing Final Grades](#) to ensure students can view final course grades.	
3	**Send a final communication to students via D2L Email or Course Announcement.** ● Communicate when all assignments have been graded, and final grades are posted. ● Encourage students to follow up if they have questions about their course grade.	
4	**Submit Final Grades to the Student Information System (Banner).** ● Enter all grades into the D2L Gradebook before entering final grades into Banner. ● Log into MyLCC and select Banner. Continue through the following path: Faculty Services > Final Grades > Select a Term > Enter Final Grades > Submit.	
5	**Submit a Student Incomplete Request (if applicable).** ● *Banner:* The Instructor of Record may request an extension for a student to finish an Incomplete in the course (CRN) that the student is registered in. This request should be submitted through the Banner system.	

Item	Description	Complete
	● ***eLearning:*** The Instructor of Record should also submit a request to eLearning through the 5 Star Service Center by completing the Incomplete Request form.	
6	**Update content in the Master Course (if applicable).** ● To maintain semester course data, copy the semester course into the master course, then make edits as needed. A Master Course can be requested through the LCC Help Desk, include the following in your request: course code, course name, course delivery method (online, hybrid, or in-person).	

Interested in learning more? Contact LCC eLearning today!

Nondiscrimination