# End of Semester Checklist

The semester’s conclusion necessitates various administrative processes. Here’s a checklist to help you cover all the steps. Click the links for direct access to help pages.

## Final Grade Center Preparation
- Confirm Letter Grading Schema matches syllabus
- Confirm Final calculated column is accurate

## Submitting Final Grades
- **December 22:** Send final HuskyCT grades to Student Admin before **2pm**
- **December 22:** Record final grades in Student Admin before **4pm**

## Other End of Semester Topics
- Extending course availability
- Student Evaluations

## Preparing Your Course for Future Use
- Check Grade Center for hidden/unused columns
- Delete unused columns

---

EDUCATIONAL TECHNOLOGIES