<u>**End of Semester Checklist**</u>

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

Final Grade Center Preparation   **Link**

☑ 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   🔗