End of Spring '22 Checklist

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

Final Grade Center Preparation

☑ Confirm final calculated column is accurate
☑ Confirm Letter Grading Schema matches syllabus

Submitting Final Grades

☑ May 10: Send final HuskyCT grades to Student Admin before 2pm
☑ May 10: Record final grades in Student Admin system 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