





CLOSE THE SEMESTER: CHECKLIST

END OF THE SEMESTER: CALCULATE FINAL GRADES

Before calculating final grades:

- Go to  Grade Settings >  Calculation Options to review final grade calculation setup. While there, you may choose to select the option **Treat Ungraded Items as 0**. (When this option is unchecked, ungraded items are not included in final grade calculation.)
- Go to  Manage Grades and click on the links for Calculated Final Grade or Adjusted Final Grade to verify final grade properties. Confirm or update the Name, Statistics, Grade Scheme and Display Options. If using the Formula method, you should also set up or review your formula for the Calculated and Adjusted Final Grades.

1. Access the Gradebook and click  Enter Grades in the main menu to view the Student List.

2. Click  Enter Grade at the top of the Final Grades column.






You can also calculate final grade for individual students by clicking each student's name.

3. Prepare the final grade. This process will differ slightly depending on your settings for **Final Grade Release** and **Grade Calculation**. The chart below summarizes the four different possibilities.



To determine whether you have chosen to release the Calculated Final Grade or Adjusted Final Grade, check the column heading "**Release Final Adjusted/Calculated Grade**":

	"Automatically Keep Final Grades Updated"	Uncheck "Automatically Keep Final Grades Updated"
Calculated Final Grade	If you will be releasing the Calculated Final Grade AND have chosen to automatically keep final grades updated, you do not need to take any additional steps. Your final grades are ready to release to students as soon as you have entered all grade data.	If you will be releasing the Calculated Final Grade BUT have chosen not to automatically keep the final grades updated: <ul style="list-style-type: none"> • Click  Recalculate All. When prompted, choose Final Calculated Grade and click Calculate. Click Save. When the process has completed, your final grades are ready to release to students.

<p>Adjusted Final Grade</p>	<p>If you will be releasing the Adjusted Final Grade AND have chosen to automatically keep final grades updated:</p> <ul style="list-style-type: none"> Click  Recalculate All. Check which items you wish to include in the Adjusted Final Grade Calculation. Click Save. When the process has completed, your final grades are ready to release to students. 	<p>If you will be releasing the Adjusted Final Grade BUT have chosen not to automatically keep final grades updated:</p> <ul style="list-style-type: none"> Click  Recalculate All. When prompted, choose Final Adjusted Grade and click Calculate. Check which items you wish to include in the Adjusted Final Grade Calculation. Click Save. When the process has completed, your final grades are ready to release to students.
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4. Click **Save** when done.



After saving, you are ready to release final grades to students -- to do this, Release All to allow all students to see their final grade. To preview individual students' views of the Gradebook before releasing, go to **Manage Grades** – Select the **Student's Name** and click on **Preview**.

END OF THE SEMESTER: EXPORT GRADEBOOK COPY


You may want to export a copy of your final gradebook from Springboard! for your long-term records. Grades can be exported in a .CSV (comma separated value) format which can be imported into Excel.



Remember that grades are sensitive data. You will want to store any grade information on a secure drive. Check with your department technology assistant if you are uncertain whether or not you have access to a secure drive.



You will want to export a copy for all your courses.

1. Click **Grades** on the course NavBar and then click  **Export Grades**.
2. Select your Export Options.
 - a. **Export Grade Items For:** Select whether to export the Gradebook for All Users or by Section.
 - b. **Key Field:** The Key Field is the Username (UANet ID) for all users.
 - c. **Grade Values:** Select to export the Points Grade, the Weighted Grade, and/or the Grade Scheme.
 - d. **User Details:** Select to show in your exported .CSV file the Users' Last Name, First Name, and/or email address.
 - e. **Choose Grades to Export:** Select whether to export the entire Gradebook or only specific grade items as listed.
3. Click **Export to CSV**.
4. A new window opens and displays the progress of the export. When the CSV file is ready, a link will appear. **Click on the link** and **Save** the file to your computer. Use Excel or another CSV compatible program to open and view the data.

To open the CSV file using Excel:

1. Open **Excel**
2. To locate the CSV file, there are several options available depending on the version of Excel:
 - a. Click Data, Import External Data, Import Data **OR**
 - b. Click Data, Get External Data, From Text or Data, Get External Data, Import Text File **OR**
 - c. Click Data, From Text.
3. A **Wizard** will open and provide direction for opening the CSV file.
 - a. Select **Delimited** then Next.
 - b. Chose **Comma** as the Delimiter (this is a CSV – comma separated value file).
 - c. Chose **None** as the Text Qualifier.
 - d. Click **Finish**.
4. Save the Spreadsheet (**File, Save As...**)
 - a. If you are using this file for archive purposes, Save as .xls file type.
 - b. If you plan to use this as a template for importing grades, save as .CSV file type.

END OF THE SEMESTER: COURSE COPY





You can utilize the Copy Course Components utility to reuse materials from an existing course as well as to export a backup of your course for later use.



It is important to remember that NONE of the user data is copied in this export. This means that only the following items can be exported:

- Checklists
- Competencies
- Content
- Course files
- Discussions
- Dropbox
- Glossary
- Grades (except calculated grade items)
- Groups
- Homepage
- Navigation bar
- News Items
- Question library
- Quizzes
- Rubrics
- Schedule
- Self Assessments
- Surveys
- Widgets – both system and custom

To export a copy of your course components follow the steps outlined below:

1. Log into Springboard!
2. Click the  **pencil icon** to the right of your course name.
3. Click **Edit Course**.
4. Click  **Import/Export/Copy Components**.
5. Click **Export Components** and check the box next to **Include course files in the export package**.
6. Click **Next**.
7. Select the components you want to export by using the checkbox next to each component. To export only certain items, click the select box next to the heading such as Content and then choose **Select individual items to export**. This will allow you to select items such as individual Course Content, Quizzes, Dropbox folders, etc.
8. Click **Next**.
9. **Confirm** Components to Export.
10. Click **Next**.
11. The **Export Course Components** page appears providing export progress feedback. When successfully copied, a green checkmark appears beside the component; if any component fails to copy properly, a red **X** will appear beside it.
12. Click **Done**.


13. A new window opens and displays the export. A link will appear that you can download and save to your computer.
14. You can open the exported file by right-clicking on the file and selecting **Extract All** or **Open With...Compressed (zipped) Folders**.

END OF THE SEMESTER: COMPILE DISCUSSION




Did you know that you can compile Discussion Topics? You might want to compile discussion messages in order to (a) archive / backup conversations, or (b) print or save so that messages can be evaluated off-line.

To Compile All Postings:

1. Go to the Topic you wish to compile.
2. To compile all messages, click on the Topic that you want to compile.
3. Next, check the box to select all rows (messages)
4. Click  View Selected Messages as Printable.
 - a. This will create a popup window with all of the selected messages.
 - b. To print: Use the print button at the bottom right of the popup window if you want a paper copy, or if you have the ability to "print to PDF."
 - c. To save: Select (Ctrl + A) and copy (Ctrl + C) the entire window, open a new Word document, and paste (Ctrl + V) then save (Ctrl + S) the Word document.
5. Repeat above steps to print or save more discussion topics.

To Compile Selected Messages:

1. Go to the Topic you wish to compile.
2. To compile selected messages, click on the box to the left of the message you want to compile.
3. Click  View Selected Messages as Printable.
 - a. This will create a popup window with all of the selected messages.
 - b. To print: Use the print button at the bottom right of the popup window if you want a paper copy, or if you have the ability to "print to PDF."
 - c. To save: Select (Ctrl + A) and copy (Ctrl + C) the entire window, open a new Word document, and paste (Ctrl + V) then save (Ctrl + S) the Word document.
4. Repeat above steps to print or save more discussion messages.