

UNI eLearning – Semester Transition Checklist

This page contains actions to consider at the end of each academic semester. All of the steps are recommended, although some may depend on whether you used certain tools.

Storage folder structure

Note that while we keep backups and archives of data, the Learning Management System (LMS) is not recognized as an official record-keeping unit of the University. It is recommended that you have a storage location on your local machine or department's shared drive to store all UNI eLearning files.

1. If you have not already completed this in prior semesters, create a folder titled "UNI eLearning files" on your local computer or departments shared drive.
2. Create a folder for the semester.
3. Create a folder for each course/section.

The end of the semester is the time to look at your course from two different perspectives:

- Course Administration
- Instructional Designer Review

Course Administration

Take a look at your course from an instructor perspective. What critical user data is needed for grade reporting, letter of recommendations, outcome assessment, accreditation, etc?

Backup

Create and download a backup of your section(s). For directions, please visit:

http://elearning.uni.edu/support/faq/instructor_backups.htm

Grade Book

Export a copy of the final Grade Book for your records. For directions, please visit:

<http://elearning.uni.edu/support/faq/exportinggradebook.htm>

Audit Logs (Grade Book) - You can view the full history of any overrides made to any student's grades for any grade-related column in your section.

Print or Export the Audit History for All Students -

http://elearning.uni.edu/faculty/CE8_instr_designer_guide.pdf#pagemode=bookmarks&audit_history

Reports and Tracking

Run Reports and Tracking

http://elearning.uni.edu/faculty/CE8_instr_designer_guide.pdf#pagemode=bookmarks&tracking_reports

With the Reports and Tracking tool, you can run reports on various Student activities in your course during a specified date range. You can use the statistics provided by these reports to:

- determine the components, tools, and pages that are of most interest to students.
- determine each student's level of participation in various course activities.

Course tools

Compile and download

- Assignments -
http://elearning.uni.edu/faculty/CE8_instr_designer_guide.pdf#pagemode=bookmarks&compile_assignment_submissions
- Discussion Postings -
http://elearning.uni.edu/faculty/CE8_instr_designer_guide.pdf#pagemode=bookmarks&compile_discussion_messages
- Assessment Submissions -
http://elearning.uni.edu/faculty/CE8_instr_designer_guide.pdf#pagemode=bookmarks&compile_assessment_reports
- Assessment Reports -
http://elearning.uni.edu/faculty/CE8_instr_designer_guide.pdf#pagemode=bookmarks&assessment_reports

NOTE: Storing compiled files in your My Files and/or Course Files will increase the storage space and may cause you to go over quota. Be sure to save the .zip files to your computer or local storage area and delete them from your My Files and/or Course Files.

Student Access

Students will have access to your section until they are de-provisioned from the eLearning (WebCT) system, denied access to the section by you, or un-enrolled from the section at your request. If you do not want students to have access to test answers, course content, submitted assignments, etc., you should deny them access or have the students un-enrolled.

To deny student access, please visit: http://elearning.uni.edu/support/faq/faculty/deny_access.htm (preferred)

To un-enroll students, please visit: http://elearning.uni.edu/support/faq/faculty/unenroll_students.htm

Instructional Designer review

Now look at your course from an instructional designer perspective. Each semester that you use UNI eLearning you will learn something new. Use the time between semesters to fine-tune your course(s).

Ask yourself these questions:

- What worked and what did not?
- Did my students have difficulty finding information?
- Was there limited participation in the Discussion Forums?
- Were important course materials missing?
- What new tools/features can I utilize for next semester?
- How could I make it better?

Instructional Design & Development Services

If you would like assistance optimizing your course either technically or instructionally, contact the ITS-ET Instructional Design & Development Support service by emailing idds@uni.edu or calling 319-273-5854.

Training - Consider taking additional training to improve your knowledge and skills of the UNI eLearning system.

- **Workshops** - Attend one of ITS-ET's eLearning workshops. UNI eLearning training information is located at <http://www.uni.edu/its/et/tnt/> under *Faculty Support*. You may register in advance by calling 319-273-2309.
- **Online Video** - View Instructional videos created by UNI's Instructional Design & Development Specialist. UNI eLearning Faculty Video Tutorials are located at: <http://www.uni.edu/its/et/tnt/tutorials.shtml#WebCT>
- **Faculty Orientation Course** - Learn about the key features of UNI's eLearning System using the software's Learning Modules and Self Test tools. The course is titled "Educational Technology - Faculty Orientation to UNI eLearning (WebCT)" and should appear in your My Courses list. If you do not see this course listed, please complete the eLearning Support Form located under the Contact Us tab on the eLearning website or by going to <https://www.uni.edu/elearning/help/campushelp.html>