



Dear Faculty,

***** End-of-Semester Assistance *****

D2L Classroom Start/End Dates - To view the start and end dates for a class, click on Edit Course > Course Information.

- **Adjusting D2L Course Start/End Dates** - Please be aware as the semester comes to a close and the new semester begins, faculty may wish to adjust the start and end dates in their D2L classrooms. This is to allow access to students to view grades for a short period of time beyond the end date of the semester. This is not for addressing students awarded letter grades of "I" (Incomplete).
- Course End Date - <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-AdjustingCourseEndDate.pdf>
- Course Start Date - <http://onlinecampus.nwfsc.edu/Faculty/PDF/D2L-AdjustingCourseStartDate.pdf>

Temporary Letter Grades of "I" (Incomplete) - Students awarded letter grades of "I" (Incomplete) will have a D2L role change in the D2L Classlist from "A-Student" to "I-Student" within 2-3 days (48-72 business hours) after final grades are due to the Registrar's Office. This will allow those students access to the course for an additional 16 week successive semester beyond the end date of the course. See guidelines for letter grades of "I" (Incomplete) - Reference: College Catalog - http://catalog.nwfsc.edu/content.php?catoid=15&navoid=3151&hl=incomplete&returnto=search#Incomplete_Grades.

Final Grades - [Instructions from Registrar - How to Enter Final Grades in Banner via Raidernet \(PDF\)](#)

Best Practice - Safeguarding Course Data - It is suggested faculty back-up their course content and final grades and save a copy in a secure location external to D2L.

- Export Course Components - <https://www.youtube.com/watch?v=8AmMXqQKhKY&list=PLxHabmZzFY6kmYEp4x9m2yLrgWDaeHepb&index=2>
- Export Gradebook - Within the D2L classroom, access the Grades area, click "Enter Grades > Export", and save your file in a desired format to an external storage location of your choice.

Building Course Content for the Upcoming Semester

- [How to copy course setups from a previous term course \(PDF\)](#)

More Faculty Assistance –

- Additional helpful information is available at <http://onlinecampus.nwfsc.edu/Faculty/>