

End-of-Semester Policy

- If you have used the gradebook function in your course, you are required to **export your Gradebook data** from your course in the form of an excel sheet and save it on your computer. Please ensure this step is completed **on or before the enrolment expiry date**. It should be stored securely on your computer (Training video available on the support pages).

(The above step is important because the student enrolments in your course will expire at the end of the semester (at a date set by you). Therefore, please ensure you maintain a copy of the gradebook. Once you export your gradebook and the student enrolments have expired, you are ready to archive your course.)

- **Important:** Complete a **'Create/Archive Course'** request using the ticketing system to setup your new course for the following semester. Please follow the steps mentioned in the 'New Course Request Policy'. Also, place a request for your old course archival using the same ticket.

(In case you decide to import content into your new course from your old course, please do not request course archival just yet. Once you complete your import, place a request by appending to the same ticket).

- Once the new course is setup for you, please adhere to the policies in the start-of-semester policy document.
 - Next you can start populating content in your new course and setup various activities, resources, etc. (Training video on importing content into a new course is available on the Instructor support page as well as on the YouTube channel).
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