



Special Edition: Semester Start Information

Reminders

Each semester, for on-ground courses you are expected to use D2L for (at minimum) **syllabus**, taking **attendance**, and keeping a **gradebook**. Online courses have deeper requirements that are explained in the orientation course. It's imperative that your attendance and grade book be kept up-to-date for the Student Success department to be able to pull accurate data and intervene for students in need. This is a crucial piece of our retention strategy.

Once your syllabus is finalized for this term, please upload it to the LOR (Learning Object Repository) on D2L. Instructions can be found on the D2L Quick Glance Sheet*. This is a requirement for institutional record-keeping.

If you need assistance with gradebook, syllabus, attendance registers, or any other course planning and management tasks, please contact us soon!

Locate CTL resources:

1. D2L Faculty Training & Resources Page-Contact us if you do not see this on your list of enrolled courses.
2. [Campus Services Solutions>Center for Teaching & Learning](#) -You will need to log in using your my.greenville credentials to see all the articles we've created.

D2L

Attendance Registers have MOVED to a new course.

1. Start at the destination (your Spring 2018 course)
2. Click on "Edit Course" on the far right of the navigation bar.
3. Choose "Import/Export/Copy Components"
4. Click on "Search for Offering" under "Course to copy"
5. Type "Attendance" into the search box and click on the magnifying glass.
6. Select the course titled "Attendance Registers" using the radio button and click "Add selected" (If you cannot see the Attendance Registers course, please let us know. You need to be enrolled.)
7. Click on the grey "Select Components" button at the bottom of the screen.
8. Select "Attendance Registers" and then check "Select Individual Items to copy" and click "Continue"
9. Choose the Register you want for your class. (They are labeled by term and weekly meeting schedule), then hit "Continue."
10. Confirm that it's correct and hit "Finish."
11. Wait for the green check mark before you click out of that screen.

[Demonstration Video](#)

To copy course content or an entire course from a previous semester, use the directions on the D2L Quick Glance Sheet*.

Plan Your Term: Spring 2018

Course Opening Date: Syllabus, Gradebook, Assignment Alignment completed in D2L (1/15/2018)

End of First Week: By this date, you should be entering attendance (instructions on D2L Quick Glance Sheet*) every class period. OLARQ completed by all online students. (1/26/2018)

Add/Drop Date: 2/2/2018

Spring Break: March 12-16

Midterm: Block 1 Courses End. (3/18)

Look for the midterm notification from the Records Office to submit your student grades.

Block 2 Courses Begin (3/19/2018)

Good Friday: No Classes, University Offices Closed (3/30/2018)

Easter Monday: No Classes, Offices open (4/2/2018)

Common Day of Learning: No Classes (5/1/2018)

Near End of Term: Look for the final grades posting notification and instructions from the Records Office to submit final grades. (5/13/18)

End of Term: Whole term and Block 2 Courses end. (5/13/2018)

Final Grades Due: During Faculty Assessment Week (5/15/2018)

Follow CTL!



*The D2L Quick Glance Sheet can be found on the Faculty Training and Resources Course in D2L. It was also emailed with this newsletter and attached to the Fun with CTL Archive.