

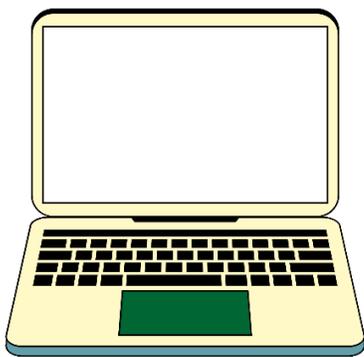
## Wrapping Up Your Online Course

**Congratulations**, you've almost finished teaching your online course this semester at Mason! In this issue of the Online Teaching Coaching newsletter, we share activities and tasks to wrap up your online course.

You might consider including a **brief wrap-up activity** for your online students. The examples presented allow students to reflect on the course learning outcomes and their overall online learning experience and may be used in synchronous and asynchronous online courses.

You'll also need to communicate the end-of-course logistics to your students, e.g., final deadline for assignment submissions, final exam logistics, when course grades will be posted, how to contact you after the course is over. As you close out your online course at the end of the semester, we recommend completing the administrative tasks found in the **End of Semester Blackboard Checklist**. For details about end-of-course logistics, including submitting grades, please contact **ITS Courses Support** and your program or department.

### TRY AN END-OF-COURSE WRAP-UP ACTIVITY!



Be sure to let students know why they are doing wrap-up activity, *i.e.*, to reflect on & celebrate their learning in the online course!



#### Class Discussion

Include a class discussion forum with open-ended questions for students to share their online course experience. See sample questions from "Getting Feedback from Your Online Students" newsletter issue for ideas.



#### Individual Reflection

Include a journal exercise in which students reflect on their learning journey. Use their thoughts and ideas to improve the online course.



#### Pass The Torch

Have your students write brief comments or prepare tweets to share with future students taking the course, giving them advice about how to succeed.



#### Bookend Activity

Have students revisit a problem set or activity which they completed early in the course. Discuss how their experiences differ now from the beginning of the online course.



#### Celebrate!

Celebrate what students have learned in the course! In a wiki or discussion, have students connect their learning to their future (e.g., degree plans, employment, careers).

[View "Try An End-of-Course Wrap-Up Activity" Infographic Online](#)

[See "Evaluating Your Course Success" on Stearns Center website](#)

## End-of-Course Logistics for Online Instructors

(see [End of the Semester Blackboard Checklist](#), ITS, GMU)

### Course Archive and Copy

- [Archive your Blackboard course](#) at the end of each semester. This ensures that student participation and grades are maintained for future reference.
- [Make the course unavailable](#) once all your students have completed the course. Otherwise, students will be able to access it after the semester is over.
- When you teach online again, [complete the course copy process](#) in a timely manner. This ensures that your Blackboard courses are ready to go for the new semester. Carefully identify and fix any errors that may occur during the course copy (e.g., folder order, loss of quiz, or exam questions).

### Records and Documentation

- Save exams and other course records according to your program or department policies.
- Save student email correspondence for at least one year for future reference, in case of grade disputes or other questions. check your program or departmental policies.

### Final Grades

- Please see [Grading Information for Faculty](#) (GMU Registrar).
- Before the Registrar's deadline, [enter course grades into Patriot Web](#) or [import grades into Patriot Web from Blackboard](#).

## Learn More about End-of-Course Activities

Uhl, C. (2005). The last class. *College Teaching*, 53(4), 165-166. (Available through Mason Libraries).

Walsh, M. (2009). [Five tips for wrapping up a course](#). *Faculty Focus*, Magna Publications.

Weimer, M. (2016). [The last class session: How to make it count](#). The Teaching Professor Blog. *Faculty Focus*, Magna Publications.

### Contact Us!

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