






## Wrapping Up Your Online Course



The semester at Mason is nearly over! **Congratulations** -- you're almost done with teaching your online course at Mason! In this 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, so that they may reflect on the course learning outcomes and about their overall online course learning experience.

You'll also need to communicate the end-of-course logistics to your students, e.g., deadline for assignment submissions, final exam logistics, when course grades will be posted, how to contact you after the course is over. We also recommend that faculty complete the administrative tasks found on the [End of Semester Blackboard Checklist](#), as you close out your online courses at the end of the semester.

### Examples of End-of-Course Wrap-Up Activities

	Wrap-Up Discussion Forum	Include a Blackboard discussion forum with open-ended questions for students to share online course experience.
	Reflective Prompts	Include a Blackboard journal exercise in which students reflect on their learning. In the concluding announcements for your course, you might feature selected quotes or themes that emerged from these reflections.
	"Pass the Torch"	Have your students write brief letters or prepare tweets directed to future students taking the course, giving them advice about how to succeed. You may use these tips as ideas for future online course improvements.
	Bookend Activity	Tie the end of the course to the beginning. 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!	Make the end of the course a time of celebration, appreciation and gratitude. In a Blackboard blog, wiki or discussion, have students connect their learning to future courses or to practical applications (e.g., careers, jobs, employment).

## End-of-Course Logistics for Online Instructors

(also 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 students have completed the course. Otherwise, it will continue to appear in students' Blackboard accounts.
- Whenever you teach 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 check to identify and fix any errors that may occur during the copy (e.g., folder order, loss of exam questions). See course copy steps [here](#).

### Records and Documentation

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

### Final Grades

- Please see the [Fall 2020 Academic Options](#) regarding course grades.
- Before the Registrar's deadline, [enter course grades into Banner](#) or [import grades into Patriot Web from Blackboard](#).

## Learn More About End-of-Course Activities

- Stewart, L. (2016). [It's a Wrap! Making the Last Class Memorable](#). Center for Excellence in Teaching & Learning, Kennesaw State University. Accessed online November 29, 2020.
- Uhl, C. (2005). The Last Class. *College Teaching*, 53(4), 165-166. (Available through Mason Libraries).
- Weimer, M. (2016). [The Last Class Session: How to Make It Count](#). The Teaching Professor Blog. *Faculty Focus*, Magna Publications. Accessed online November 29, 2020.

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