

# IDT ROUNDTABLE

## WRAPPING IT UP

MAY 4, 11:30AM

K-STATE STUDENT UNION ROOM 212

### Housekeeping Checklist:

#### Manage Files

- Zip your course content and save to your computer for back-up
- Copy content into other course when appropriate
- Delete unwanted files and folders
- Archive files and clear File Drop-box
- Empty your trash can

#### Communication Suite

- Clear old messages from the Message of the Day tool
- Archive Message Board postings
- Archive Chat sessions
- Back-up files and clear Student Grouping area
- Make the Student Grouping area inactive to prevent further postings

#### Utilities Suite

- Clear your roster of other users, i.e. GTA, visiting instructors
- Export the Roster for backup

#### Assessment Suite

- Export the Grade book (raw and adjusted scores if necessary)
- Document your Grading Rules
- Post Final Grades

#### Preparing for the next semester

- Create new course when necessary
- Add new reference numbers for courses in upcoming semesters
- Unpublish previous semester Course Information Packet
- Update your access dates
- Make versions of assignments to new sections/semesters

## CONTACT INFO

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