End of Semester Checklist

As the semester draws near here is a check list for ending courses on WebCT
Spring Courses will be deleted from WebCT on June 30th.

    1**. Does your course need an extension?**
All courses have an **end date**. After that date they aren't available to the students. Spring semester courses will end around **May30th.** Fall courses will end on or around Jan 2nd.
If you need an extension **send an email requesting an extension** to: webct@salemstate.edu
        Include:
        Course title,
        Section number,
        Course number (like BIO200) **AND**
        New end date

    2. **Do you want a template of your course?**
Templates are compressed copies of the course without student work.
Since courses are removed one month after then end of the semester, this preserves the course files and setup so you don't have to build the course all over. Templates are kept for 3 years.

    To request a template, complete the information below, copy and paste it into an email and send it to: webct@salemstate.edu

Please make a template of my course
Title:
Course Number:
Section Number
Term: (2072 or spring 07)

    3. **Do you need any information from your course?**
The entire semester is backed up and burned to CD for the college as a whole. If you need information on your particular course you should consider:
- Move discussion postings to files
- Export grades to the excel files
- Print out performance and tracking reports
- Download any course files that you have created or added to the course over the semester.

All courses will be removed on the following schedule:
        Spring   JUNE 30th
        Summer   October 31st
        Fall   February 28th