

End of Semester D2L Tasks

Once you complete posting grades in TConnect, please take time to Export your D2L Gradebooks, make a copy of your current semester shell or shells, and Archive your D2L shells for the current semester. If you have any learners completing incomplete work from any of your courses offered through D2L, please do not archive these shells until they have completed their course work. If you archive them now, the learners will no longer have access to the course.

The procedure to download an electronic Gradebook into a .CSV (Comma Separated Value) file format in D2L is as follows:

1. Log into the appropriate course in D2L
2. Click the **Grades** link on the gray toolbar
3. Click the **Export Grades** link at the top of the Gradebook page that displays
4. Select desired options under the **Export Options** area of the Grades: Import/Export page (The defaults are acceptable)
5. Select the items you wish to include in the Gradebook saved file under the **Choose Grades to Export** section of the Grades: Import/Export page (**At a minimum Admissions and Records needs the Students' Names and the Final Grades.**)
6. Click the **Export to CSV** button at the bottom of the Export Grades page
7. Click the **Save** button on the File Download dialog box that appears (NOTE: If the file does not download, right mouse click on the link that displays and select the Save Target As command to download the CSV File.)
8. Select the location you wish to save the file in the Save As dialog box and then click the **Save** button (NOTE: **To make it easier to locate the Gradebook in the future I suggest using the following naming convention: Course Prefix and Number, Section Number, Semester, and Instructor Name. (EX: BUSI-1301-1002_SP2009_Smith.CSV)**)
9. The above CSV file you created can be emailed to the Admissions and Records office as your official Gradebook!

To make a copy of your course shell or shells please complete the following steps for each shell:

1. Log into D2L
2. Click the **"Edit"** icon (The Pencil icon) to the right of the course you wish to archive under the My Courses widget
3. Click the **"Import/Export/Copy Components"** link
4. Click the **"Export Components"** radio button and then click the **"Next"** button
5. Select the **"Select All Components"** checkbox and then click the **"Next"** button
6. Click the **"Next"** button on the Confirmation page that displays
7. Save the Export file to your Computer or to the your H-Drive
8. Repeat steps 1 - 7 above for all applicable courses

To archive your course or courses please complete the following steps for each course:

1. Log into D2L
2. Click the **"Edit"** icon (The Pencil icon) to the right of the course you wish to archive under the My Courses widget
3. Uncheck the **"Active"** checkbox
4. Click the **Save** button
5. Repeat steps 1 - 4 above for all applicable courses