

INSTRUCTOR CHECK-INS: APRIL

COURSE WRAP-UP

ALMOST THERE



- Have you encouraged your students to complete the [student evaluation questionnaire](#)? Will you set aside time during class or during the lesson for these?
- Have you asked for [feedback](#) from your students as a group about the course?
 - At the end of a term, this feedback can be valuable for planning future courses
- Have you scheduled a review class or set up a [forum](#) where students can ask questions relating to the final exam or project, if applicable?

FINAL EXAMS

WHAT, WHEN, HOW?



- Do you have a final exam? How should students prepare? Are you familiar with best practices for [designing multiple-choice questions](#)?
- If using a Brightspace quiz, have you reviewed the quiz settings (e.g., how questions are presented, navigation options, review options)?
- Will there be review sessions/extra [office hours](#)?
- How and when will students complete the exam?
 - E.g., [quiz](#) or [assignment](#) on Brightspace, take-home [exam](#), [video submission](#), [cuPortfolio](#)

REFLECTION

HOW DID IT GO?



- What are some things that worked well this term? Why do you think these elements worked?
- Are you confident the course [learning outcomes](#) were achieved by your students this term?
- Which [educational technology](#) did you use for your course? How did it go?
- Is there anything you want to modify or improve for the next course you teach?
- Is there anything you would remove or approach very differently in the future?

BRIGHTSPACE

QUIZZES AND GRADING



- Did you know you can [bulk edit](#) items in the [gradebook](#) (e.g., names, weights, show/hide)?
- No need to download assignments - you can [annotate](#) and [grade](#) student work in the LMS
- Use our [Quiz Question Migration Guide](#) resources and [Brightspace Support pages](#) to help you [create](#) and [manage](#) quizzes, use the [question library](#), edit [quiz settings](#), and more!
- Check the [TLS Events page](#) regularly for upcoming sessions or [book a consult](#) to chat about your course setup or wrap-up needs