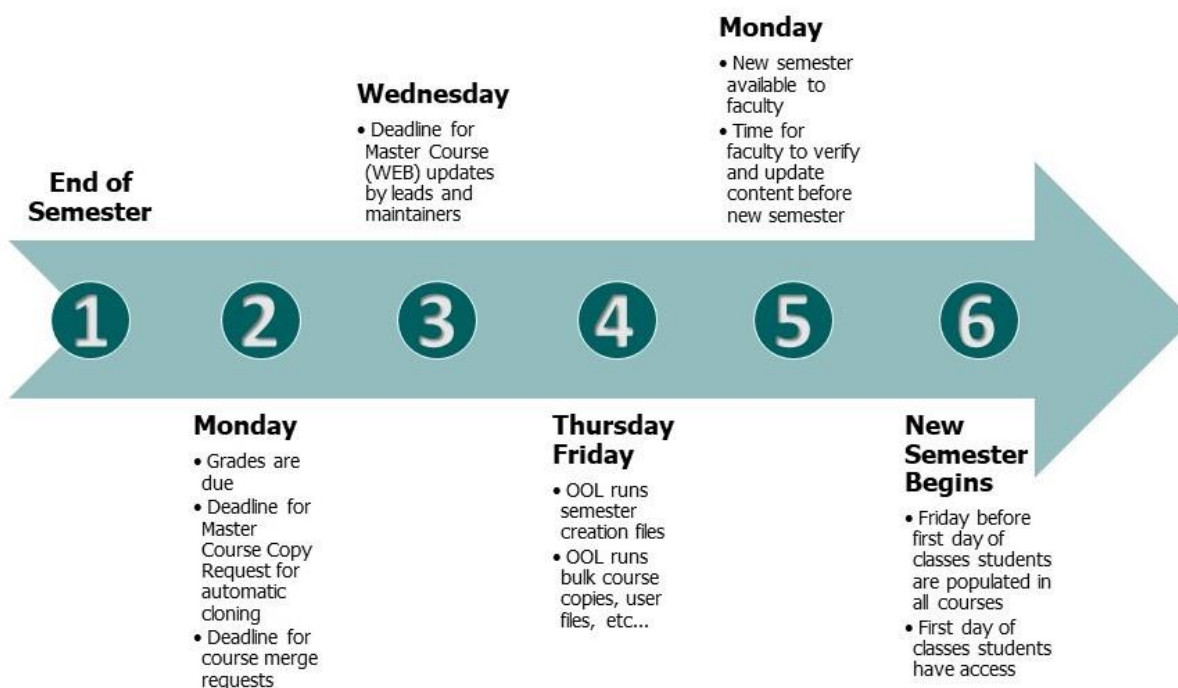


Faculty Start of the Semester Timeline

As we prepare for the start of each new semester, the Office of Online Learning (OOL) is providing faculty with this clear timeline of important tasks and deadlines to increase transparency and ensure a smooth start. Note that this resource centers between **two important dates**: (1) the day grades are due, and (2) the first day of the proceeding semester. Please take note of the following schedule:



Monday:

- **Grades due at 4:30 PM:** As per the academic calendar, please ensure that [all grades are submitted promptly](#).
- **Deadline for Master Course Copy requests:** Course Leads and Maintainers, if you need any content from your Master Courses (WEBO, WEBH, WEBG) copied to individual or multiple sections, please make your requests by the end of the day. The process for submitting these requests is continually being refined. Please be on the lookout for an email with details in the preceding weeks regarding Master Course Copy Requests.

Wednesday:

- **Deadline for Master Courses to be completed:** This is the last day to make any changes to your Master Courses. Remember that changes to the master courses can be made at any point in the preceding semester.

Thursday and Friday:

- The Office of Online Learning builds and submits several large files to D2L to initiate semester course builds while compiling Master Course Copy requests into one large file to be run the following day.

- Files are run to bulk copy content from master courses to individual sections. If the **Master Course Copy requests** have been submitted, the system will automatically copy content from Master Courses to individual sections on this day.
- User files are uploaded along with other associated files and noted LTI access requests are completed manually.

Monday:

- **New semester opens to faculty:** If all previous processes are successfully completed, access to new courses for the upcoming semester is available. OOL will send out an email announcement when the new semester is available.
- **Between this time and the start of the semester, faculty should use this time to verify content and make any needed changes, updates, and revisions to their courses before the start of the semester.** Faculty who has opted to manually copy content are able to do so at this time.
- **Verify your Course Content:** Does your course have content? Contact your course lead if you have questions on the content. Confirm that your contact information in the course getting started section, any news items, and syllabus are up-to-date.
 - If you need OOL to make any changes to your course, contact online.learning@nsc.edu before the semester begins.

Friday Before Classes Begin:

- **Classlists begin populating:** Please note that your D2L course classlist will not be fully populated with students until the Friday before the start of the semester.

New Semester Starts:

- **Classes begin:** The new semester officially commences; all enrolled students now have access, and you can begin teaching your classes.

We appreciate your cooperation in adhering to the Deadline for Master Courses to be completed and the Deadline for Master Course Copy requests, as they are crucial to ensuring a seamless transition into the new semester. It is our hope that this transparency regarding the timeline for semester setup will eliminate confusion and improve communication between the Office of Online Learning and faculty. If you have any questions or require assistance with any of these tasks, please do not hesitate to reach out to the Office of Online Learning for support.

Thank you for your dedication and commitment to our institution. We look forward to the continual development of successful and productive semesters.

Helpful Links and Info

- [Master Syllabus Templates and LTI Integration Requests](#)
- [Bulk Edit Manage Dates Tool in D2L](#)
- [D2L Resources for Faculty](#)
- [Video Resources from OOL for Faculty](#)