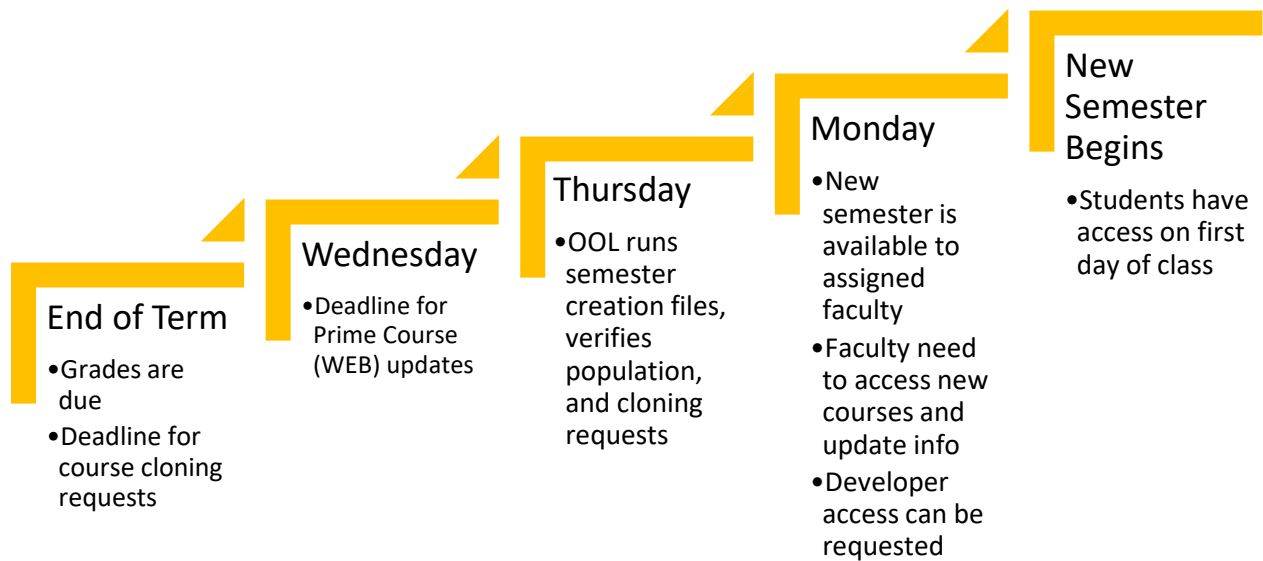


## Faculty Start of the Semester Timeline

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 Prime Course Copy/Cloning requests:** Course Leads and Maintainers, if you need any content from your Prime 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 Prime Course Copy Requests.

### Wednesday:

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

### Thursday and Friday:

- The Office of Online Learning processes bulk copy/cloning requests from prime courses to individual sections. If the **Prime Course Copy requests** have been submitted, the system will automatically copy content from Prime Courses to individual sections.
- 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 with populated content for the upcoming semester is available. OOL will send out an email announcement when the new semester is available. Developer access can be requested at this time.
- Upon receiving access to the new semester, all assigned faculty should verify content as soon as possible so Online Learning can work with faculty leaders to make any needed changes, updates, or revisions to their courses well before the start of the semester.
- **How do you verify your course content?** Does your course have the correct content? Contact your course lead if you have questions on the content. Once confirmed, instructors should update the contact information in the course getting started section, any news items, and ensure that the syllabus is up-to-date.
  - If you need OOL to make any changes to your course, contact [online.learning@nscc.edu](mailto:online.learning@nscc.edu) before the semester begins.

### 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 Prime Courses to be completed and the Deadline for Prime 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

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