**These tasks should be completed as your course ends. Refer to the Faculty Handbook at** [**https://online.ctcd.edu/training\_resources.cfm**](https://online.ctcd.edu/training_resources.cfm) **(Essential Information) for details.**

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| **Completed** | **Task** | **Resource/Reference/POC** |
|  | Remind students to submit a course evaluation. You can give extra credit for students providing a “receipt” that they can print. | The link is on the syllabus and at the Student Resources on the Blackboard Institution page. |
|  | Address any IP requests. Time allowed should fit the item(s) left to complete. Verify the student’s reason for requesting the extension. | Although IPs can stand for 110 days, we recommend that extensions be limited to no more than two weeks. <https://www.ctcd.edu/academics/catalogs/catalog-texas/academic-policies/grading-policy/>  |
|  | Use the Submit Grades tool in Blackboard to submit your grades to Eagle Self-Service.  | <https://online.ctcd.edu/training_resources.cfm>  |
|  | Download and submit your Blackboard gradebook via the appropriate Etrieve form. | <https://online.ctcd.edu/training_resources.cfm>  |
|  | Update the resubmit the Blackboard gradebook if you assigned IPs. | CTC Faculty Handbook and HR Manual |
|  | Submit the Etrieve Change Grade form for each student whose grade changed from what was originally submitted. This includes IPs. | CTC Faculty Handbook and HR Manual |