BIOL 121/123 TA End-of Course Checklist

- ✓ Put the student surveys (completed with the final) in Mountjoy's mailbox.

- ✓ Before completing your final grades, review blackboard completely. Things to watch out for include:
    - Missing grades: Convert to zeros or make exempt.
    - Check "out of" points: This is easy to review under the column organization feature.
    - Check that extra credit and other items not included in the final grade (e.g., review quizzes, etc.) are properly set.

- ✓ Download and email all grades to Mountjoy. Please title each excel sheet with course number, section number and semester (e.g., 121_005 Spr 18). Your grade sheet should also include students grades at the 5th week column.

- ✓ Submit your grades through TopNet. Take care. Sometimes this is tricky because a name not on your BB roster may be in TopNet or vice versa, throwing off your order. Please triple check all your final grades before finalizing the submission.

- ✓ F or FN grade? If you have a student that has attended and then stops attending before the 60% point in the semester… AND you NEVER see them again, you provide an FN grade for this student. TopNet will ask for his/her last date of attendance. If this student attends once after the 60% date in the semester, you have to issue an F.

- ✓ Email Mountjoy your TA timesheet (posted in our ORG site). No worries if you did not fill this out consistently through the semester. Just fill it in as best you can based on each lab.

- ✓ Email Mountjoy your 5th Week assessment data (data sheet also posted in our ORG site).