



Course Closing Procedure

Instructor payment for a course can be expected within three weeks of the scheduled course closing date. Direct deposits typically post on Fridays. Paper checks may take an additional week due to mail schedule. Instructors should make sure to have an up-to-date W9 on file with the IFD office.

Extensions to a course do not change the payment date, but may or may not affect the following schedule:

On the Tuesday following the course closing date, the following will also happen:

- The course evaluation will be made available to course participants (if the instructor has not already done so)
- An email will be sent out to all learners in the course asking them to complete the course evaluation, with directions on where to find it
- The course enrollment list will be sent to instructor to prompt certificate requests. These are due back by Friday with each participant marked either "Y" - completed, or "N" - not completed. Certificates will be created and sent as an email attachment by IFD staff once the list is returned.

One week later (the second Tuesday after the course closing date), the following will happen:

- The course will be closed (made unavailable to learners) in Blackboard
- The course evaluation results will be pulled and filed
- The course evaluation results will be emailed to the instructor
- The instructor will be reminded to submit a list of those who have satisfactorily completed the course for certificates of completion to beadisciple.com@sckans.edu. If the list has been submitted, then the reminder should be disregarded.
- The course will be archived and a file saved – instructor can tell a course has been archived by "(archived)" in the course title

This pattern may be altered by written request from the instructor each time the course is run.

After the course has been archived, the instructor may make changes to the course site. The instructor may also request that BeADisciple clean out old learner content at any time. If not requested earlier, the old user content will be cleaned out on the Friday before the course re-launches.