End of Semester Guide

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This guide will help you with end of semester procedures for your online course. Please note that procedures may differ from campus to campus.

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Item	Additional Comments
Export D2L Grades (https://vtac.lonestar.edu/help/a012)	Confirm all grades have been entered and zeroes have been entered for missing grades befo
Print Grades (https://vtac.lonestar.edu/help/a178)	
Export Course Content (https://vtac.lonestar.edu/help/a011)	This step is not required by all campuses but can be used to save a backup copy of your cour computer.
Print a Copy of the Final Exam (https://vtac.lonestar.edu/help/a015)	
Request Access Extensions for Student(s) with Incomplete (https://vtac.lonestar.edu/help/a263)	
Enter Grades in iStar (https://vtac.lonestar.edu/help/submit-grades-istar)	
Combine PDF files with Adobe Merge Files Tool	• Installing and Signing Into Adobe Creative Suite for Home Use (https://lonestar.service-now.com/s id=kb_article_view&sys_kb_id=8d201cda13fa83009ee9b6076144b0a2) (Faculty & Staff Only) • Accessing and Signing In to Adobe Creative Cloud on LSC Computers in Shared Spaces (h now.com/sp? sys_kb_id=b0e9e75fdb51f384eee2b1c0ef961934&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=da5374