

End of Semester Guide

Last Modified on 04/24/2026 1:58 pm CDT

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

Export D2L Grades (https://vtac.lonestar.edu/help/export-grades-as-spreadsheet)	Confirm all grades have been entered and zeroes have been entered for missing grades
Print Grades (https://vtac.lonestar.edu/help/print-grades)	
Export Course Content (https://vtac.lonestar.edu/help/export-content)	This step is not required by all campuses but can be used to save a backup copy of your
Print a Copy of the Final Exam (https://vtac.lonestar.edu/help/print-a-quiz)	
Request Access Extensions for Student(s) with Incomplete (https://vtac.lonestar.edu/help/extend-course-access)	
Enter Grades in iStar (https://vtac.lonestar.edu/help/submit-grades-istar)	
Combine PDF files with Adobe Merge Files Tool	<ul style="list-style-type: none">• Installing and Signing Into Adobe Creative Suite for Home Use (https://lonestar.servid=kb_article_view&sys_kb_id=8d201cda13fa83009ee9b6076144b0a2) (Faculty & :• Accessing and Signing In to Adobe Creative Cloud on LSC Computers in Shared Spa (https://lonestar.servid=kb_article_view&sys_kb_id=b0e9e75fdb51f384eee2b1c0ef961934&id=kb_article_view&sysparm_ra)