

# End of Semester Guide

Last Modified on 06/05/2024 11:35 am 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.

## End of Semester Guide

Item	Additional Comments
<a href="https://vtac.lonestar.edu/help/export-grades">Export D2L Grades</a> (https://vtac.lonestar.edu/help/export-grades)	Confirm all grades have been entered and zeroes have been entered for missing grades before
<a href="https://vtac.lonestar.edu/help/print-grades">Print Grades</a> (https://vtac.lonestar.edu/help/print-grades)	
<a href="https://vtac.lonestar.edu/help/export-content">Export Course Content</a> (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 course on your computer.
<a href="https://vtac.lonestar.edu/help/a015">Print a Copy of the Final Exam</a> (https://vtac.lonestar.edu/help/a015)	
<a href="https://vtac.lonestar.edu/help/extend-course-access">Request Access Extensions for Student(s) with Incomplete</a> (https://vtac.lonestar.edu/help/extend-course-access)	
<a href="https://vtac.lonestar.edu/help/submit-grades-istar">Enter Grades in iStar</a> (https://vtac.lonestar.edu/help/submit-grades-istar)	
Combine PDF files with Adobe Merge Files Tool	<ul style="list-style-type: none"> <li>• <a href="https://lonestar.service-now.com/s?id=kb_article_view&amp;sys_kb_id=8d201cda13fa83009ee9b6076144b0a2">Installing and Signing Into Adobe Creative Suite for Home Use</a> (https://lonestar.service-now.com/s?id=kb_article_view&amp;sys_kb_id=8d201cda13fa83009ee9b6076144b0a2) <b>(Faculty &amp; Staff Only)</b></li> <li>• <a href="https://lonestar.service-now.com/sp?sys_kb_id=b0e9e75fdb51f384eee2b1c0ef961934&amp;id=kb_article_view&amp;sysparm_rank=1&amp;sysparm_tsqueryId=da5374">Accessing and Signing In to Adobe Creative Cloud on LSC Computers in Shared Spaces</a> (https://lonestar.service-now.com/sp?sys_kb_id=b0e9e75fdb51f384eee2b1c0ef961934&amp;id=kb_article_view&amp;sysparm_rank=1&amp;sysparm_tsqueryId=da5374)</li> </ul>