

# 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.

## End of Semester Guide

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