

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/a014)	Confirm all grades have been entered and zeroes have been entered for missing grades before exporting grades.	<input type="checkbox"/>
Export Course Content	This step is not required by all campuses but can be used to save a backup copy of your course to your local computer.	<input type="checkbox"/>
Print a Copy of the Final Exam (https://vtac.lonestar.edu/help/a242)		<input type="checkbox"/>
Request Access Extensions for Student(s) with Incomplete (https://vtac.lonestar.edu/help/a263)		<input type="checkbox"/>
Enter Grades in iStar (https://vtac.lonestar.edu/help/a016)		<input type="checkbox"/>
Combine Pdf files with Adobe Acrobat DC	Acrobat DC Installation Guide (https://lonestar.servicenow.com/sp?id=kb_article&sys_id=e5eef9af1b98e410ab5e43f4bd4bcb4f)	<input type="checkbox"/>