

Export Grades to iStar

Last Modified on 02/20/2026 10:26 am CST

You can easily export your final grades from D2L to iStar where they will become the official grades for the students.

Exporting Grades from D2L to iStar

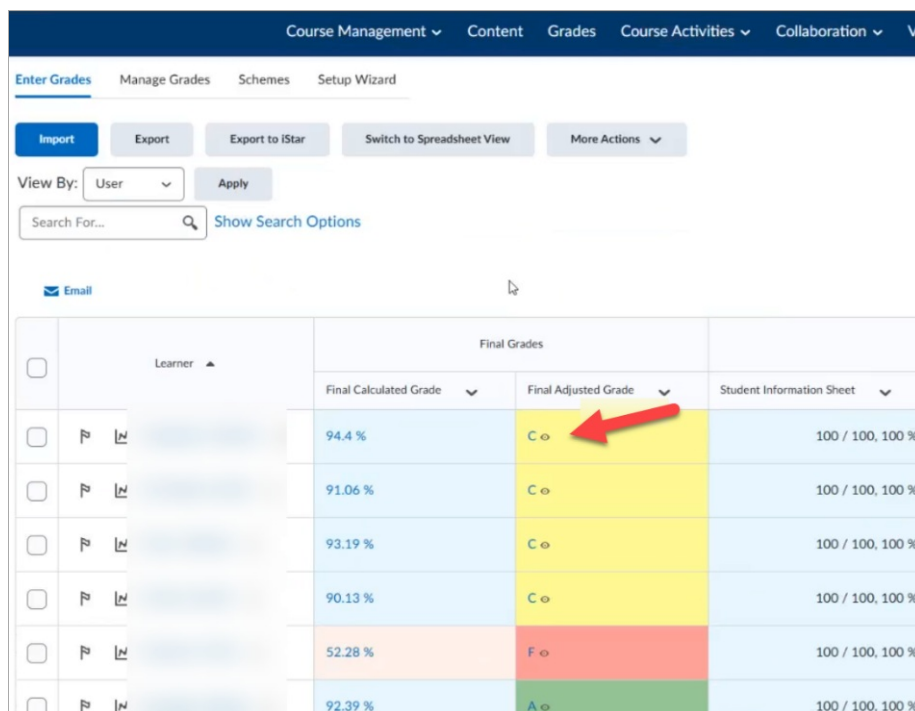
- If **7 days** have passed since the **Course End Date**, grades cannot be added through D2L.
- Only letter grades are transferred automatically. If you need to assign a special grade (**Incomplete**, **In-Progress**, or **Pass/Fail**), or if the student is enrolled in continuing education, you must enter those grades manually in iStar.
- **Chrome** is the recommended internet browser for myLoneStar and iStar applications.

► Show Video Demo

1. In your D2L course, click **[Grades]**.

Course Management ▾ Course Materials Content **Grades** Course Activities ▾ Collaboration ▾ VTAC Support

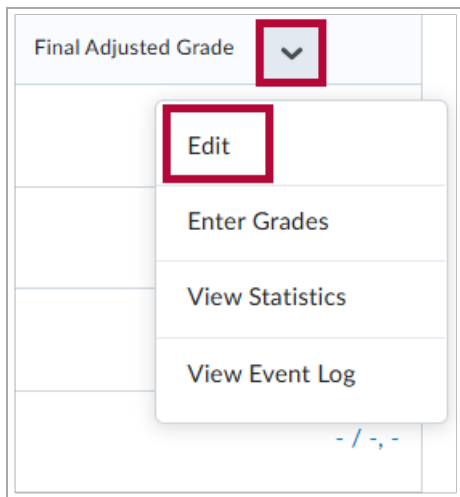
2. In the **Gradebook**, confirm that the **Final Adjusted Grades** are represented as **letters**.



The screenshot shows the D2L Gradebook interface. At the top, there is a navigation bar with 'Course Management ▾', 'Content', 'Grades', 'Course Activities ▾', 'Collaboration ▾', and 'VTAC Support'. Below this, there is a sub-navigation bar with 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. The 'Enter Grades' tab is active. Below the sub-navigation bar, there are buttons for 'Import', 'Export', 'Export to iStar', 'Switch to Spreadsheet View', and 'More Actions ▾'. There is also a 'View By: User ▾' dropdown and an 'Apply' button. A search bar with 'Search For...' and a magnifying glass icon is present, along with a 'Show Search Options' link. Below the search bar, there is an 'Email' button. The main table has columns for 'Learner', 'Final Calculated Grade', 'Final Adjusted Grade', and 'Student Information Sheet'. The 'Final Adjusted Grade' column is highlighted in yellow, and a red arrow points to a 'C' grade in the first row. The 'Student Information Sheet' column shows '100 / 100, 100 %' for each student.

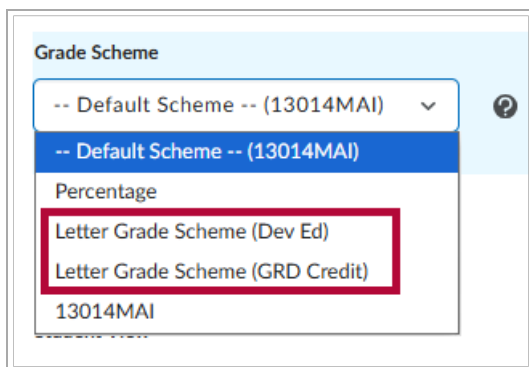
	Learner ▴	Final Grades		Student Information Sheet ▾
		Final Calculated Grade ▾	Final Adjusted Grade ▾	
<input type="checkbox"/>	P N	94.4 %	C o	100 / 100, 100 %
<input type="checkbox"/>	P N	91.06 %	C o	100 / 100, 100 %
<input type="checkbox"/>	P N	93.19 %	C o	100 / 100, 100 %
<input type="checkbox"/>	P N	90.13 %	C o	100 / 100, 100 %
<input type="checkbox"/>	P N	52.28 %	F o	100 / 100, 100 %
<input type="checkbox"/>	P N	92.39 %	A o	100 / 100, 100 %

3. If the **Final Adjusted Grade** does not appear as a letter, click the dropdown for **[Final Adjusted Grade]**, then select **[Edit]**.

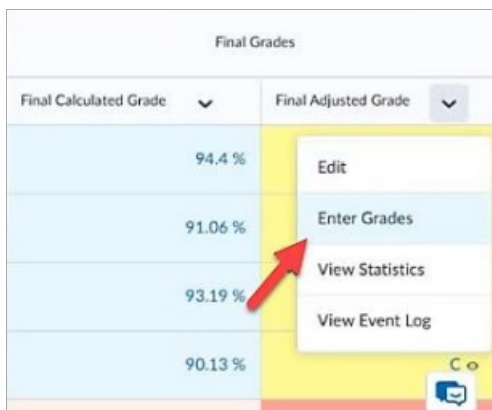


- Under **Grade Scheme**, select the appropriate **Letter Grade Scheme** for your course, then click **[Save and Close]**.

NOTE: This process *does not* include **Pass/Fail**, **Pass/No-Pass** scheme courses, **IP (Dev Ed courses)**, or **I (Incomplete)**. Faculty may create custom grade schemes. For instructions, refer to [Create and edit grade schemes \(https://vtac.lonestar.edu/help/create-and-edit-grade-schemes\)](https://vtac.lonestar.edu/help/create-and-edit-grade-schemes).



- To finish entering grades, click the **[dropdown arrow]** and select **[Enter Grades]**.



- Update grades in the **Final Adjusted Grade** column as needed, then click **[Save and Close]**.

Properties Restrictions

General

Name *

Final Adjusted Grade

Short Name

Grading

Can Exceed

Grade Scheme

Letter Grade Scheme

Display Options

▼ Hide Display Options

Student View

Display class average to users

Save and Close Save Cancel

7. After final changes are complete, click **[Export to iStar]**.

Course Management ▾ Content Grades Course Activities ▾ Collaboration ▾ VT

Enter Grades Manage Grades Schemes Setup Wizard

Import Export Export to iStar Switch to Spreadsheet View More Actions ▾

View By: User ▾ Apply

Search For... Show Search Options

Email

	Learner ▴	Final Grades		
		Final Calculated Grade ▾	Final Adjusted Grade ▾	Student Information Sheet ▾
<input type="checkbox"/>		94.4 %	C	100 / 100, 100 %
<input type="checkbox"/>		91.06 %	C	100 / 100, 100 %
<input type="checkbox"/>		93.19 %	C	100 / 100, 100 %
<input type="checkbox"/>		90.13 %	C	100 / 100, 100 %

8. On the export page:

- The **Scope** field defaults to **All sections/groups**. Use the dropdown to select the appropriate course if needed.

NOTE: If any **Groups** have been created in D2L, you cannot export **All**

sections/groups. You must choose specific sections to export.

- Click **[View Details]** to verify the roster before exporting.
- Select **[Auto Refresh]** so the page updates automatically when the export completes.
- Click **[Export]** to submit grades.

Course Management ▾ Content Grades Course Activities ▾ Collaboration ▾ VTAC

Enter Grades > Export Grades to SIS

Export Grades for ENGL-1301 9003 1 Compos

Scope: All sections/groups ▾

Export ☒ Auto Refresh Refresh

Section: ENGL-1301 9003 1 Composition & Rhetoric I
Users to be Exported: 24
Users to be Excluded: 3
[View Details](#)

3 users will be excluded from this export.

9. The export remains pending until it completes.

Course Management ▾ Content Grades Course Activities ▾ Collaboration ▾ VTAC

Enter Grades > Export Grades to SIS

Export Grades for ENGL-1301 9003 1 Compos

Scope: All sections/groups ▾

Export ☒ Auto Refresh Refresh

Pending Exports

Section: ENGL-1301 9003 1 Composition & Rhetoric I
Start Date: Jan 16, 2026 3:40 PM
Initiated By
Users to be Exported: 24
Users to be Excluded: 3
[View Details](#)

Pending Export
Cancel Request

Cancel All

10. After completion, verify the success message on the right side, then click the **[Report Hyperlink]** to view details.

NOTE: If you see an error message, open the report to confirm whether the issue is related to a withdrawn student.

Course Management ▾ Content Grades Course Activities ▾ Collaboration ▾ VTAC Support Virtual Classroom More ▾

Enter Grades ▸ Export Grades to SIS

Export Grades for ENGL-1301 9003 1 Composition & Rhetoric I

Scope: All sections/groups ▾

Export ☒ Auto Refresh Refresh

Section: ENGL-1301 9003 1 Composition & Rhetoric I

Users to be Exported: 24

Users to be Excluded: 3 **3 users will be excluded from this export.**

[View Details](#)

Most Recent Exports

ENGL-1301 9003 1 Composition & Rhetoric I

Start: Jan 16, 2026 3:40 PM

End: Jan 16, 2026 3:41 PM

Success

- The **Export Details** report will display the result for each student with an explanation noted.

Export Details

Exported Org Unit: ENGL-1301 9003 1 Composition & Rhetoric I

Status: Success

Start: Jan 16, 2026 3:40 PM

End: Jan 16, 2026 3:41 PM

Excluded Users: 3

Successful Exports: 24

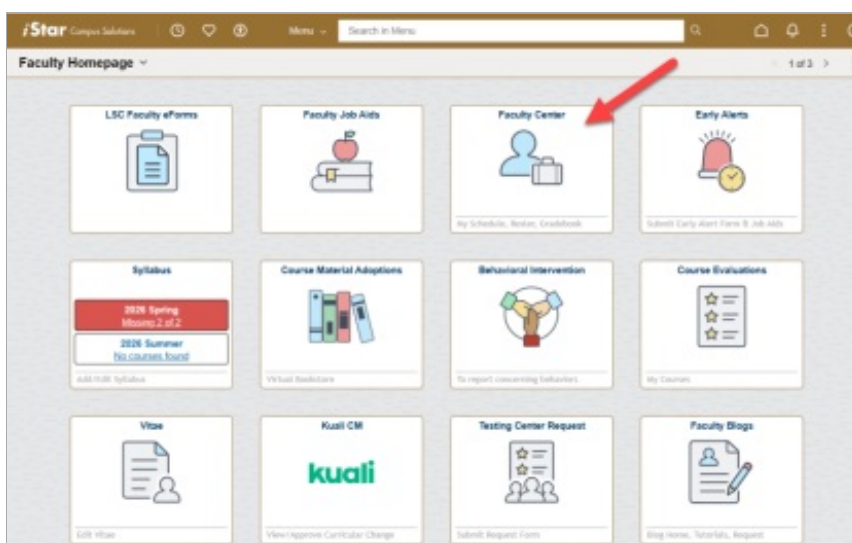
Failed Exports: 0

27 items in the list.

User ID	Last Name, First Name	Result	Note
		Excluded	Excluded - No grade exists for the user
		Excluded	Excluded - No grade exists for the user
		Excluded	Excluded - No grade exists for the user
		Accepted by SIS	Exported grade: F
		Accepted by SIS	Exported grade: C

Verify Exported Grades in iStar

- Once the information has been confirmed, click back to **MyLoneStar**. In the Faculty Homepage, click on **[Faculty Center]** tile.



- On the **My Schedule** tab, verify the grades come over by clicking on the **[Grade Report]**

2. On the **my Schedule** tab, verify the grades came over by clicking on the **[Grade Roster]** icon.

The screenshot shows the 'Faculty Center' interface. On the left, the 'My Schedule' tab is highlighted with a red arrow. The main content area shows the '2025 Fall | Lone Star College System' with options to 'Change Term' and 'View Personal Data Summary'. Below this, there are 'Select display option' buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A 'Icon Legend' bar includes 'Class Roster', 'Grade Roster', 'Gradebook', 'Assignments', 'Learning Map', and 'Attendance Roster'. The 'My Teaching Schedule' section displays a table of classes with a red arrow pointing to the 'Grade Roster' icon in the first row. The table lists two classes: ENGL 1301-9003 (10112) and ENGL 1301-9011 (10120), both 'Camp & Rhetoric I (Lecture)' with 24 and 23 enrolled students respectively, on TBA days and times, in ONLINE rooms, with class dates from Aug 20, 2025, to Dec 14, 2025. Below the table are buttons for 'View Weekly Teaching Schedule' and 'Go to top'. The 'My Exams Schedule' section at the bottom states 'You have no final exams scheduled at this time.'

3. Confirm the grades came over from D2L.

The screenshot shows the 'iStar Campus Solutions' interface. The breadcrumb trail is 'Favorites > Main Menu > Faculty Center > Grade Roster'. The page title is 'Grade Roster'. There is a 'View FERPA Statement' link. The session is '2025 Fall | Regular Academic Session | Lone Star College System | Credit'. A 'Change Class' button is present. The class selected is 'ENGL 1301-9003 (10112) Composition & Rhetoric I (Lecture)'. A table shows the class details: Days and Times (TBA), Room (ONLINE), Instructor (blank), and Dates (08/25/2025 - 12/14/2025). Below this are 'Display Options' with a 'Grade Roster Type' dropdown set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section has an 'Approval Status' dropdown set to 'Not Reviewed', a 'Save' button, and a 'Request Grade Change' button. The main table shows student grades with columns: Student Grade, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. The table has 7 rows of student data.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[blurred]	A	A	GRD	Associate Degree - Associate of Science (AS)	Freshman
<input type="checkbox"/>	2	[blurred]	A	A	GRD	Associate Degree - Emergency Med Svcs Prof (AAS)	Sophomore
<input type="checkbox"/>	3	[blurred]	A	A	GRD	Associate Degree - Associate of Arts (AA)	Freshman
<input type="checkbox"/>	4	[blurred]	A	A	GRD	Associate Degree - Associate of Arts (AA)	Sophomore
<input type="checkbox"/>	5	[blurred]	F	F	GRD	Associate Degree - Business Field of Study	Freshman
<input type="checkbox"/>	6	[blurred]	A	A	GRD	Associate Degree - Associate of Science (AS)	Freshman
<input type="checkbox"/>	7	[blurred]	B	B	GRD	Associate Degree - Associate of Arts (AA)	Freshman

Troubleshooting myLoneStar or iStar Issues

If you experience myLoneStar or iStar issues, try the steps below:

1. Click through any pop-up errors.
2. Force a hard refresh of your internet browser:
 - Windows: **[Ctrl + F5]**
 - Mac: **[Command (⌘) + Option + R]**

- Safari: Hold **[Shift]** while clicking the **[Refresh]** button
- 3. If the issue persists, clear your internet browser cache, close the browser completely, then relaunch it.
 - For instructions, refer to: [Clearing Internet Browser Cache \(https://lonestar.edu/ITHelp\)](https://lonestar.edu/ITHelp)

Support

For further assistance, contact the **IT Service Desk** at **281.318.HELP (4357)**.