

# 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

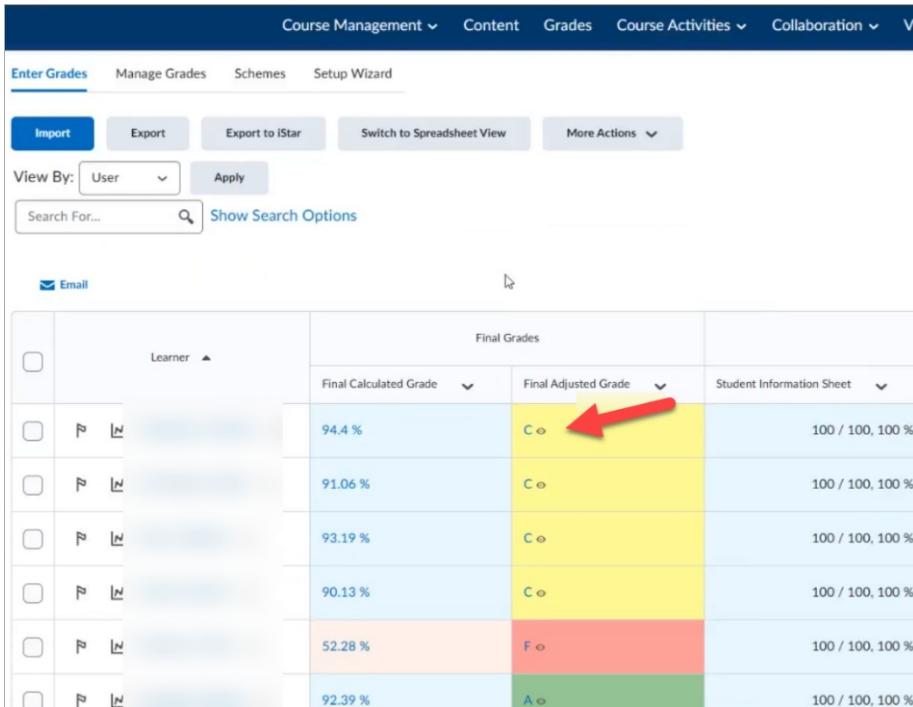
- If **7 days** have passed since the **Course End Date**, grades cannot be added through D2L.
- Only letter grades are transferred automatically. If you need to assign a special grade (**Incomplete**, **In-Progress**, or **Pass/Fail**), or if the student is enrolled in continuing education, you must 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]**.

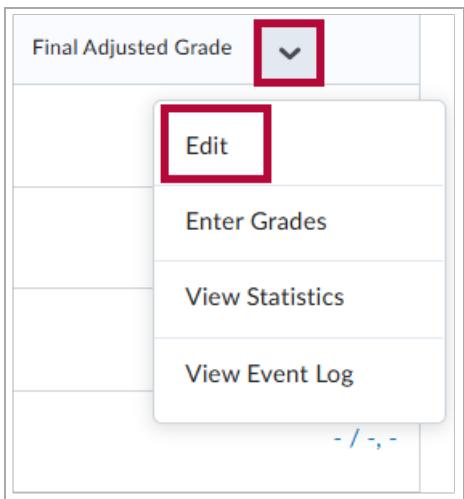


2. In the **Gradebook**, confirm that the **Final Adjusted Grades** are represented as **letters**.



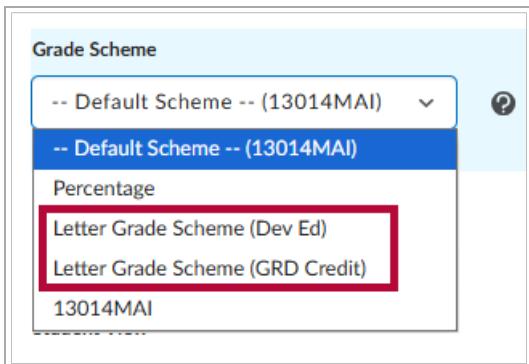
Learner	Final Grades			Student Information Sheet
	Final Calculated Grade	Final Adjusted Grade		
P [L]	94.4 %	C o		
P [L]	91.06 %	C o		
P [L]	93.19 %	C o		
P [L]	90.13 %	C o		
P [L]	52.28 %	F o		
P [L]	92.39 %	A o		

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

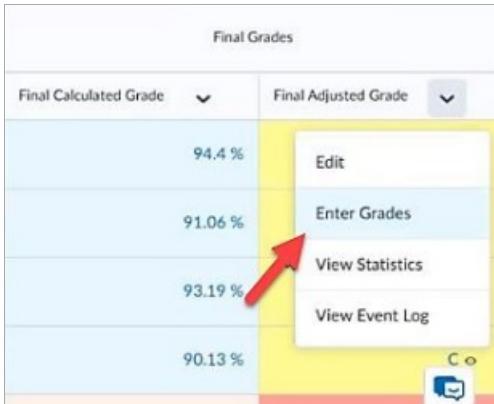


4. Under **Grade Scheme**, select the appropriate **Letter Grade Scheme** for your course, then click **[Save and Close]**.

**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).



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



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

Properties   Restrictions

### General

Name \*

Short Name

Grading

Can Exceed

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"/>	P [H]	94.4 %	C o	100 / 100, 100 %
<input type="checkbox"/>	P [H]	91.06 %	C o	100 / 100, 100 %
<input type="checkbox"/>	P [H]	93.19 %	C o	100 / 100, 100 %
<input type="checkbox"/>	P [H]	90.13 %	C o	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 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](#)

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 Composition & Rhetoric I

Scope: All sections/groups

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

Auto Refresh

Section: ENGL-1301 9003 1 Composition & Rhetoric I

Users to be Exported: 24

Users to be Excluded: 3

[View Details](#)

Most Recent Exports

ENGL-1301 9003 1 Composition & Rhetoric I Success

Start: Jan 16, 2026 3:40 PM  
End: Jan 16, 2026 3:41 PM

3 users will be excluded from this export.

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

Export Details			
<b>Exported Org Unit:</b> ENGL-1301 9003 1 Composition & Rhetoric I			
<b>Status:</b> Success			
<b>Start:</b> Jan 16, 2026 3:40 PM			
<b>End:</b> Jan 16, 2026 3:41 PM			
<b>Excluded Users:</b> 3			
<b>Successful Exports:</b> 24			
<b>Failed Exports:</b> 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

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

The image is a screenshot of the iStar Faculty Homepage. It features a grid of 12 icons, each representing a different faculty resource. The icons are arranged in three rows of four. A red arrow points to the fourth icon in the top row, which is labeled 'Faculty Center' and shows a blue person icon with a briefcase. The other icons include 'LSC Faculty eForms' (document icon), 'Faculty Job Aids' (book and apple icon), 'Early Alerts' (bell icon), 'Syllabus' (book icon with a red '2026 Spring' button), 'Course Material Adoptions' (books icon), 'Behavioral Intervention' (person in a circle icon), 'Course Evaluations' (star icon), 'Vitae' (document icon), 'Kuali CM' (Kuali logo), 'Testing Center Request' (person icon with stars), and 'Faculty Blogs' (document icon with a person icon). A search bar at the top right says 'Search in Menu' and a 'Menu' button is also present.

3. 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.

Faculty Center

My Schedule

Class Roster

Type: Verify Roster  
Midpoint Roster: Verify Roster

2025 Fall | Lone Star College System

Change Term

View Personal Data Summary

Select display option:  Show All Classes  Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Meng Attendance Roster

My Teaching Schedule > 2025 Fall > Lone Star College System

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ENGL 1301-9003 (19112)	Camp & Rhetoric I (Lecture)	24	TBA	ONLINE	Aug 25, 2025 - Dec 14, 2025	
ENGL 1301-9011 (19120)	Camp & Rhetoric I (Lecture)	23	TBA	ONLINE	Aug 25, 2025 - Dec 14, 2025	

View Weekly Teaching Schedule

My Exam Schedule > 2025 Fall > Lone Star College System

You have no final exams scheduled at this time.

3. Confirm the grades came over from D2L.

iStar Campus Solutions

Favorites Main Menu Faculty Center Grade Roster

Grade Roster

View FERPA Statement

2025 Fall | Regular Academic Session | Lone Star College System | Credit

ENG 1301 - 9003 (19112)  
Composition & Rhetoric I (Lecture)

Days and Times	Room	Instructor	Dates
TBA	ONLINE		08/25/2025 - 12/14/2025

Display Options: \*Grade Roster Type: Final Grade  
Display Unassigned Roster Grade Only

Grade Roster Action: Approval Status: Not Reviewed  
Save  
Request Grade Change

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1		A	A	GRD	Associate Degree - Associate of Science (AS)	Freshman
2		A	A	GRD	Associate Degree - Emergency Med Svcs Prof (AAS)	Sophomore
3		A	A	GRD	Associate Degree - Associate of Arts (AA)	Freshman
4		A	A	GRD	Associate Degree - Associate of Arts (AA)	Sophomore
5		F	F	GRD	Associate Degree - Business Field of Study	Freshman
6		A	A	GRD	Associate Degree - Associate of Science (AS)	Freshman
7		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)**.