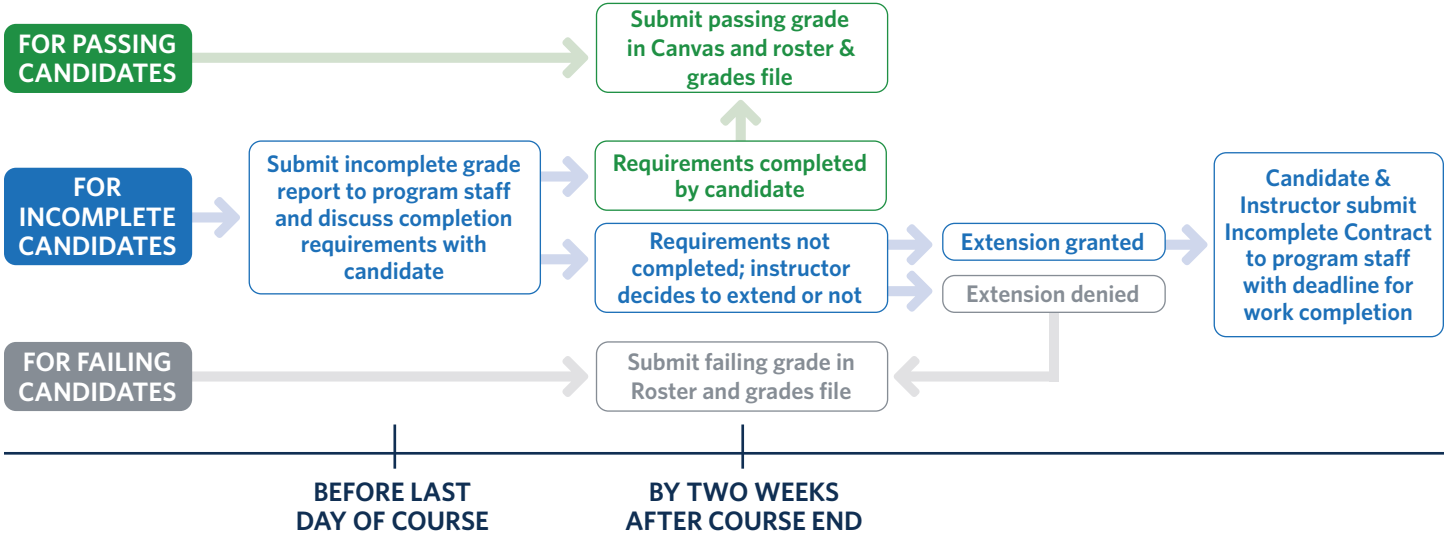Instructor End-of-Course Process