Extended Course Access for a Student

Follow the steps below to request extended student access to a course in D2L for a student with an incomplete.

NOTE: This will only affect your D2L classroom, not the student's academic record in iStar.

Show Video Walkthrough

1. Log into D2L.
2. Select **VTAC Support** from the navbar.
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3. In the **Self-Service** column under **User Access**, click **Extend Student Access**.

4. On the form that opens up, under **Select a Course**, select the semester from the **Course Filters.**
5. Indicate either **Credit** or **CE.**
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6. Select from **Courses Available.**
7. Click in the textbox **Select End Date and** navigate to the date that you want the extension to end.
8. Click **Populate**
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9. Select the student or students' names from the list by clicking them. If selected they will turn blue.
10. Click **Submit**.

See Access a Course as an Incomplete Student (https://vlac.lonestar.edu/help/b0602) for student instructions for accessing the course.