

# Retrieve Withdrawn Student Course Activity Data

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Access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

There may be times you need to view **Assignment Submissions, Quiz Attempts, Class Progress**, and/or **Course Activity Data** for a student who has withdrawn or been dropped from a course. When this happens, you can use the **Withdrawn Student Reporting** form.

**NOTE:** If a course or term is not listed, please use the [Archive/Restore Form \(https://onlineapps.lonestar.edu/emailforms/ArchiveCourseManagement.aspx\)](https://onlineapps.lonestar.edu/emailforms/ArchiveCourseManagement.aspx) to restore the desired course. After restoration, refresh the **Withdrawn Student Reporting** form. The course or term should now appear in the **Course Filters**.

## Retrieving Grades and Attendance for Dropped Students

To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see [View Attendance & Grades for Withdrawn \(Unenrolled\) Users \(https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users\)](https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users).

**NOTE:** If a dropped student re-enrolls into the course, their pre-existing grades in D2L would also be restored in full.

## Retrieving Submissions for Dropped Students

Follow the steps below to retrieve submissions and activity records for a dropped student.

1. On the form that opens up, under the **Filters**, select the semester using **[Select Term]**.
2. Select from **Courses Available**.

Retrieve Withdrawn Student Course Activity Data

Complete the following to add a withdrawn student into a course with a restricted role to retrieve tracking data, submit

**Course Selection**

Filters

2024 Fall

**Courses Available**

- ☐ ESOL-0310 14A ESOL Integrated Reading/Writing
- ☐ ESOL-0364 14A ESOL Reading & Vocabulary IV
- ☐ ESOL-0391 14A ESOL Grammar I

**User Selection**

Type the Student ID or Username of the person you wish to add.

Student ID or Username

Lookup

Select a User

3. Enter **User Name or ID Number** under **User Selection** and click **[Lookup]**.

**Retrieve Withdrawn Student Course Activity Data**

Following to add a withdrawn student into a course with a restricted role to retrieve tracking data, submissions, and

**User Selection**

Type the Student ID or Username of the person you wish to add.

Student ID or Username **LOOKUP**

Select a User

**NEXT**

**Submit Selection**

Review

Note: Withdrawn Students will not be given access to the selected course, and their grades will be factored into the overall averages until they are removed again.

**Submit**

4. Select the **[✓]** next to the Student's Name and click **[Submit]**.

**Retrieve Withdrawn Student Course Activity Data**

a withdrawn student into a course with a restricted role to retrieve tracking data, submissions, and class activity logs.

**User Selection**

Type the Student ID or Username of the person you wish to add.

1234567 **LOOKUP**

Select a User

☒ Test Student (238348\_TestStudent)

**NEXT**

**Submit Selection**

Review the Course and Student selections, then click submit to complete the request.

Note: Withdrawn Students will not be given access to the selected course, and their grades will be factored into the overall averages until they are removed again.

**Selections**

Selected Course  
ESOL-0310 2001 14A ESOL Integrated Reading/Writing

Selected User  
Test Student (238348\_TestStudent)

**SUBMIT**

**NOTE:** The student will appear in your **Classlist** (but will **not** have any access to the course) so that you can retrieve submissions and course activity for the student.

**Ready to fill out the form?**

Click below to get started

**Retrieve Withdrawn Student Course Activity Data Form**