

Retrieve Withdrawn Student Course Activity Data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Submissions**, **Quiz Attempts**, **Class Progress**, and/or **Course Activity Data** for a student who has withdrawn or been dropped from a course. When this happens, you can use the **Withdrawn Student Reporting** form.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 After restoration, refresh the **Withdrawn Student Reporting** form.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To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see [View Attendance & Grades for Withdrawn \(Unenrolled\) Users](https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users) (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https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users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**.

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Complete the following to add a withdrawn student into a course with a restricted role to retrieve tracking data, subm

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]**.

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ollowing to add a withdrawn student into a course with a restricted role to retrieve tracking data, submissions, and class activity logs.

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> ? </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Student ID or Username LOOKUP </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Select a User </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> NEXT </div>	User Selection Type the Student ID or Username of the person you wish to add. <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Student ID or Username LOOKUP </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Select a User </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Submit Selection </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Review </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 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. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Submit </div>
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4. Select the **[✓]** next to the Student's Name and click **[Submit]**.

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

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> User Selection </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Type the Student ID or Username of the person you wish to add. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 1234567 LOOKUP </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Select a User </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Test Student [238348_TestStudent] </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> NEXT </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Submit Selection </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Review the Course and Student selections, then click submit to complete the request. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 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. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Selections </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Selected Course ESOL-0310 2001 14A ESOL Integrated Reading/Writing </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Selected User Test Student [238348_TestStudent] </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> SUBMIT </div>
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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