Retrieve Withdrawn Student Course Activity Data

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Submissions**, **Quiz Attempts**, **Class Progress**, and/or **Course Activity Data** for a student who has withdrawn or been dropped from a course. When this happens, you can use the **Withdrawn Student Reporting** form.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 After restoration, refresh the **Withdrawn Student Reporting** form.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To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see View Attendance & Grades for Withdrawn (Unenrolled) Users (https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users).

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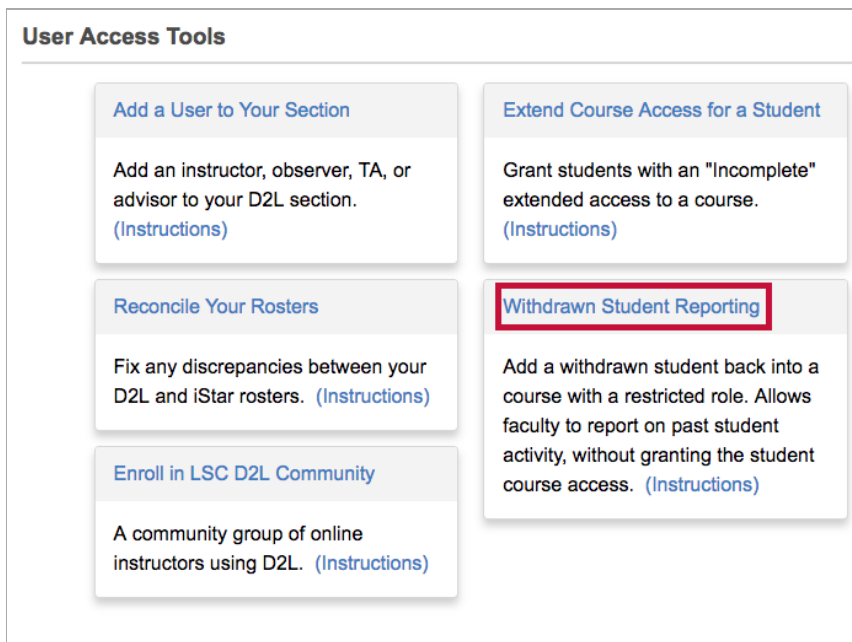
Retrieving Submissions for Dropped Students

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

1. Log into **D2L**.

2. Click on **[VTAC Support]** in the navbar.

3. In the **Self-Service** column under **User Access**, click on **[More...]**.
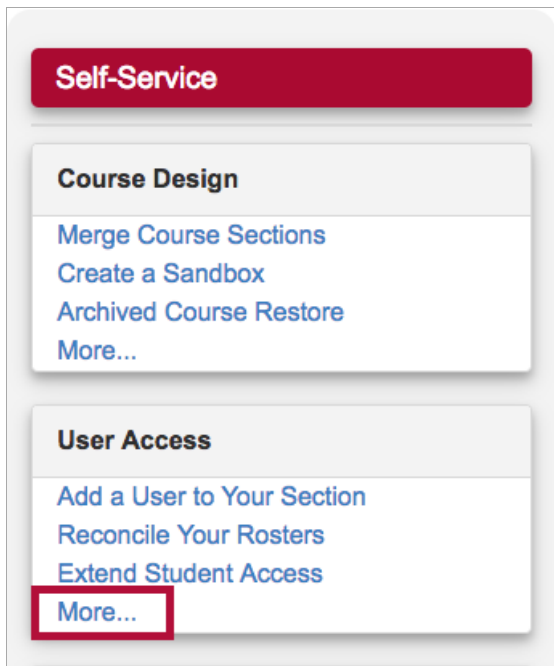
4. Click on **[Withdrawn Student Reporting]** under **User Access Tools.**

5. On the form that opens up, under the **Filters**, select the semester using **[Select Term]**.

6. Select from **Courses Available**.

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

8. 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Retrieve Withdrawn Student Course Activity Data

a withdrawn student into a course with a restricted role to retrieve tracking data, submissions, and class activity logs.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