

Retrieve Withdrawn Student Course Activity Data

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To Access the Form: Scroll down to the red button under [Ready to fill out the form?](#).

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view **Assignment Submissions, Quiz Attempts, Class Progress,** and/or **Course Activity Data** for a student who has withdrawn or been dropped from a course. When this happens, you can use the **Withdrawn Student Reporting** form.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 After restoration, refresh the **Withdrawn Student Reporting** form.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To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see [View Attendance & Grades for Withdrawn \(Unenrolled\) Users](#) (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https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users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Retrieve Withdrawn Student Course Activity Data

Complete the following to add a withdrawn student into a course with a restricted role to retrieve tracking data, submissions, and class activity logs.

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Retrieve Withdrawn Student Course Activity Data

Complete the following to add a withdrawn student into a course with a restricted role to retrieve tracking data, submissions, and class activity logs.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

Student ID or Username LOOKUP

Select a User

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.

Selected Course

ESOL-0310 2001 14A ESOL Integrated Reading/Writing

Selected User

Test Student (238348_TestStudent)

Submit

NEXT

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

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, 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)

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.

Selected Course

ESOL-0310 2001 14A ESOL Integrated Reading/Writing

Selected User

Test Student (238348_TestStudent)

Submit

NEXT

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](#)