

Reconcile Your D2L and iStar Rosters

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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.

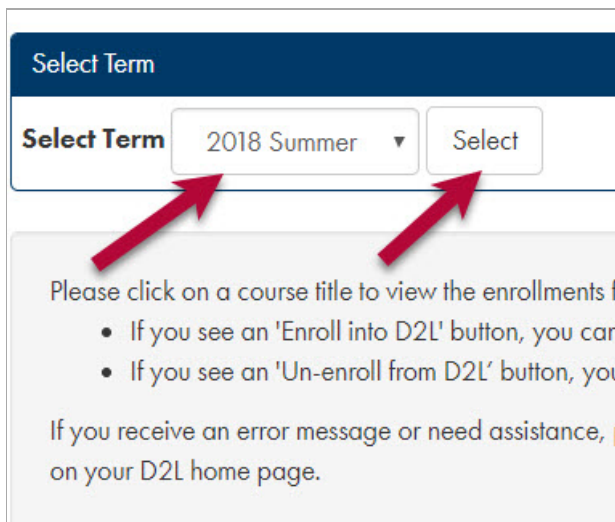
There may be times when your course's **D2L Classlist** does not accurately reflect the class roster in **iStar/MyLoneStar**. To correct the D2L Classlist you can use the **Reconcile your Rosters** form (sometimes referred to as the **Verify Brightspace Roster** form).

ALERT: Enrolling a student who has been granted **Extended Access** to your course will result in the student losing access to your course.

Show Video Walkthrough

Reconcile your Rosters

1. In the window that opens, select a **term**, then click the **[Select]** button.



The screenshot shows a web form titled "Select Term". It has a header bar with the text "Select Term". Below the header, there is a label "Select Term" followed by a dropdown menu showing "2018 Summer" and a "Select" button. Two red arrows point to the dropdown menu and the "Select" button. Below the form, there is instructional text: "Please click on a course title to view the enrollments for". This is followed by a bulleted list: "• If you see an 'Enroll into D2L' button, you can" and "• If you see an 'Un-enroll from D2L' button, you". Below the list, there is another line of text: "If you receive an error message or need assistance, go to the help page on your D2L home page."

You will see any conflicts listed under **Message(s)**. The number at the end of the bar is the number of roster discrepancies.

Found 2 courses in Campus Solutions
Found 3 courses in D2L
Found 1 conflicts with section 6311 1 (10931)
Did not find section 6021 (10912) in Campus Solutions
▼ Select
<p>to view the enrollments for that course.</p> <p>into D2L' button, you can use it to add the user to your course.</p> <p>roll from D2L' button, you can use it to remove the student from your D2L</p> <p>age or need assistance, please contact LSC-Online through VTAC - Live</p>
77 - 6311 1 (10931) 1

- For each student that needs to be enrolled or unenrolled, click the **[Enroll into D2L]** or **[Un-Enroll from D2L]** button next to the student's name.

Example:

Un-enroll from D2L

Ready to fill out the form?

Click below to get started

Reconcile Your D2L and iStar Rosters Form