

Extend Course Access for a Student

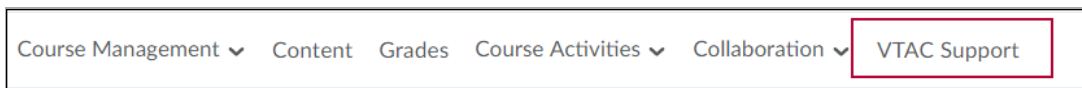
Last Modified on 10/02/2024 1:28 pm CDT

The **Extend Course Access for a Student** form allows you to grant a student extended access after the end date of a course has passed. Follow the steps below to request extended student access to a course in D2L for a student with an incomplete.

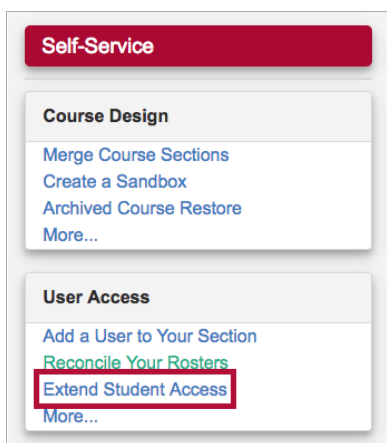
NOTE: This will only affect your D2L classroom, not the student's academic record in iStar.

Show Video Walkthrough

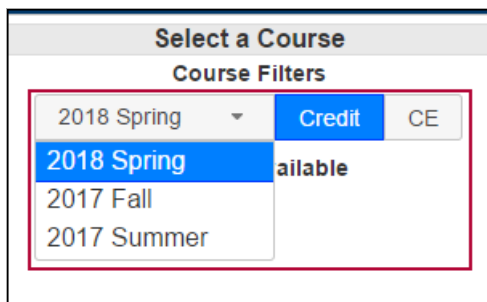
1. Login to D2L.
2. Select **[VTAC Support]** in the **Navbar**.



3. In the **[Self-Service]** column under **[User Access]**, click **[Extend Student Access]**.

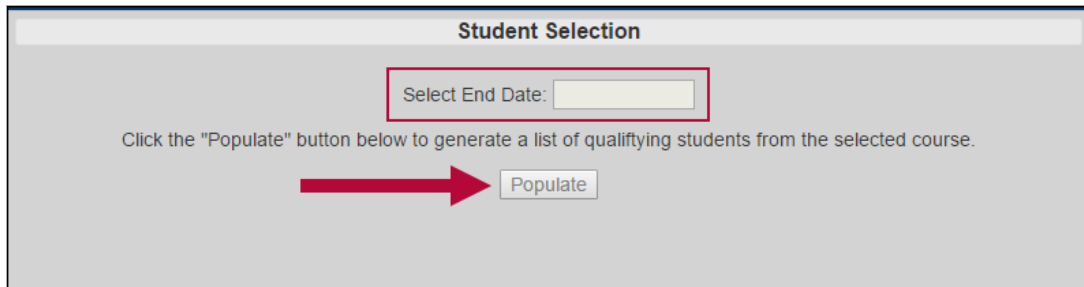


4. On the form that opens up, under **[Select a Course]**, select the semester from the **[Course Filters]**.



5. Indicate either **[Credit]** or **[CE]**.


6. Select from **[Courses Available]**.
7. Click in the textbox **[Select End Date]** and navigate to the date that you want the extension to end.
8. Click **[Populate]**.



Student Selection

Select End Date:

Click the "Populate" button below to generate a list of qualifying students from the selected course.



9. Select the student or students' names from the list by clicking them. If selected they will turn blue.
10. Click **[Submit]**.

See [Access a Course as an Incomplete Student \(https://vlac.lonestar.edu/help/b0602\)](https://vlac.lonestar.edu/help/b0602) for student instructions for accessing the course.