

Extend Course Access for a Student

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

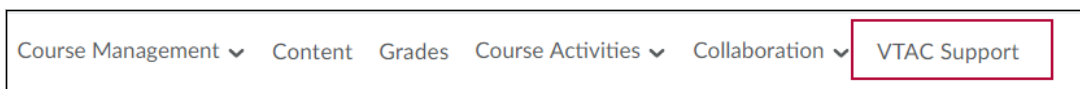
ALERT: Avoid using the [Reconcile Your Rosters \(https://vtac.lonestar.edu/help/reconcile-roster\)](https://vtac.lonestar.edu/help/reconcile-roster) form to add a student whom was granted **Extended Course Access**, as this will revoke their access to your course.

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.

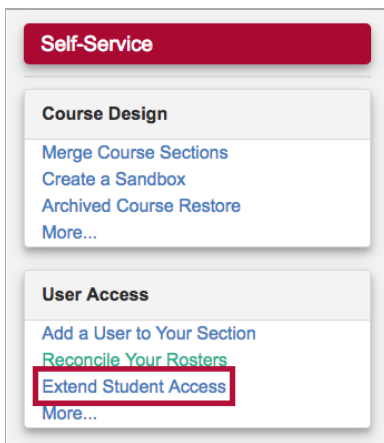
NOTE: This will only affect your D2L classroom, not the student's academic record in iStar.

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]**.

Select a Course

Course Filters

2018 Spring ▼ Credit CE

2018 Spring
2017 Fall
2017 Summer

Courses Available

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.

Populate

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.