

# Retrieve Withdrawn Student Course Activity Data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Submissions**, **Quiz Attempts**, **Class Progress**, and/or **Course Activity Data** for a student who has withdrawn or been dropped from a course. When this happens, you can use the **Withdrawn Student Reporting** form.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 \(https://onlineapps.lonestar.edu/emailforms/ArchiveCourseManagement.aspx\)](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 After restoration, refresh the **Withdrawn Student Reporting** form.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

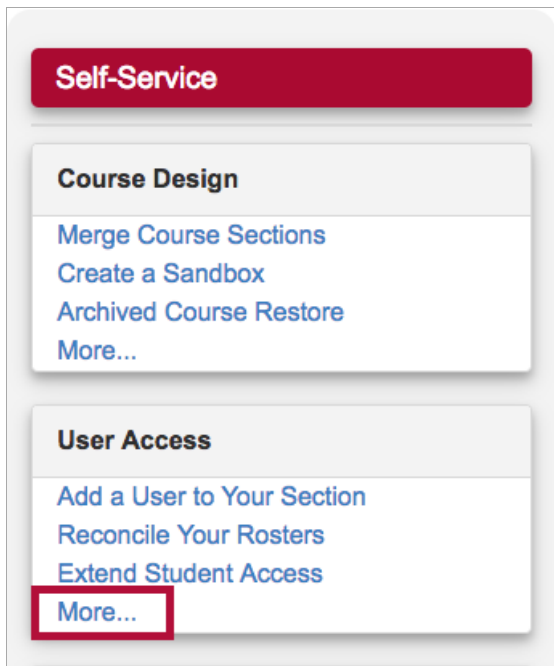
To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see [View Attendance & Grades for Withdrawn \(Unenrolled\) Users \(https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users\)](https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users).

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

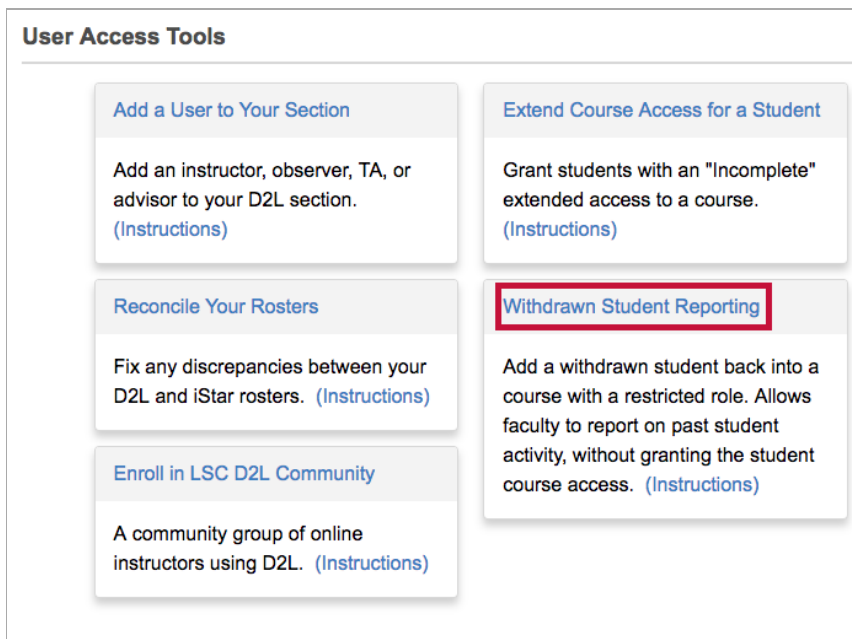
## Retrieving Submissions for Dropped Students

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 Click on **[Withdrawn Student Reporting]** under **User Access Tools**.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**.

**Retrieve Withdrawn Student Course Activity Data**

Complete the following to add a withdrawn student into a course with a restricted role to retrieve tracking data, subm

**Course Selection**

Filters

2024 Fall ?

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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

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Select a User

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

**Retrieve Withdrawn Student Course Activity Data**

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NEXT

**User Selection**

Type the Student ID or Username of the person you wish to add.

Student ID or Username LOOKUP

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Select a User

**Submit S**

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Selectio

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Submit

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.

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.

Selections

Selected Course  
ESOL-0310 2001 14A ESOL Integrated Reading/Writing

Selected User  
👤 Test Student (238348\_TestStudent)

**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.