

Retrieve Withdrawn Student Course Activity Data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Submissions**, **Quiz Attempts**, **Class Progress**, and/or **Course Activity Data** for a student who has withdrawn or been dropped from a course. When this happens, you can use the **Withdrawn Student Reporting** form.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 After restoration, refresh the **Withdrawn Student Reporting** form.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

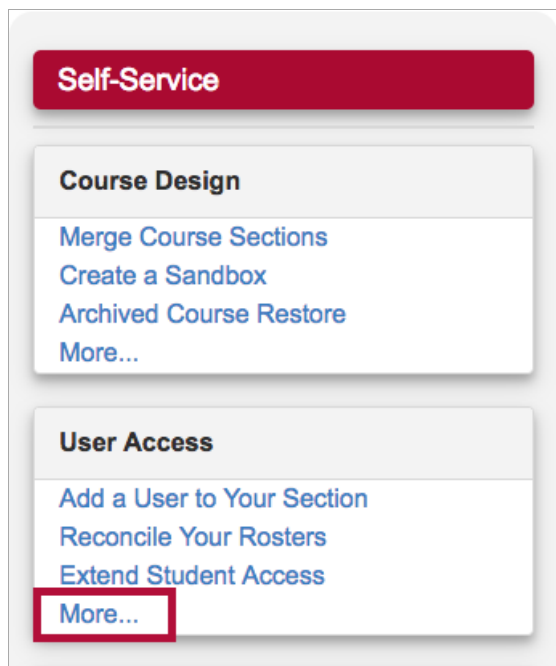
To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see [View Attendance & Grades for Withdrawn \(Unenrolled\) Users \(https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users\)](https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users).

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

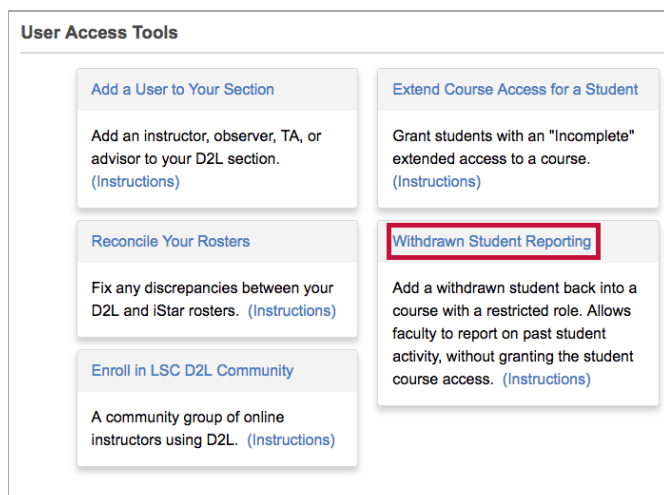
Retrieving Submissions for Dropped Students

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 Click on **[Withdrawn Student Reporting]** under **User Access Tools**.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

Course Selection

Filters

2022 Fall

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Courses Available

☐ ESOL-0310 5001 14A ESOL Integrated Reading/Writing

☐ ESOL-0310 5002 14A ESOL Integrated Reading/Writing

☐ ESOL-0372 5801 14A ESOL Writing II

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

User Selection

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

Username or ID Number

LOOKUP

8. Select Student's Name and click **[Submit]**.

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.
