VTAC Self-Service Forms

The following articles contain instructions for each of our **VTAC Self-Service Forms**.

> **NOTE:** If you need further assistance, please contact us at **VTAC@lonestar.edu** ().

Articles

Add a User to a Course (https://vtac.lonestar.edu/help/add-a-user-to-a-course)

This process is to add employees (including adjuncts) to your courses in D2L (not students). You may wish to add others to your course so they can observe, participate in instruction, or copy course content. (To add a student to your course, see...

Archive or Restore a Course (https://vtac.lonestar.edu/help/archive-or-restore-a-course)

The Archive and Restore Courses form can be used to restore or archive courses and sandboxes. The easy-to-use toggle-switch allows you to simply toggle a course's state between archived or available ...

Course Reset Request (https://vtac.lonestar.edu/help/course-reset-request-form)

The Course Reset Request form records faculty consent for Online Services (VTAC Support) to reset a specific course in D2L.

Create a Community Group (https://vtac.lonestar.edu/help/create-a-community-group)

A Community Group (CG) is a collaborative space where multiple users can work together on course-related content, much like a sandbox but designed for group engagement. Unlike sandboxes, which are for individual use, CGs allow for the addition of ...

Create a Sandbox (https://vtac.lonestar.edu/help/vtac-forms-create-a-sandbox)

A Sandbox is an area where you can work on designing your course that is not visible to students and allows you to use a Test Student . Sandboxes are meant for your individual course development; other people cannot be added to your sandbox. ...

Extend Course Access for a Student (https://vtac.lonestar.edu/help/extend-course-access-for-a-student)

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. ...

Instructional Leadership Management (https://vtac.lonestar.edu/help/instructional-leadership-management)

(For VPI use only) The Instructional Leadership Management Form is used by the Vice President of Instruction (VPI) to assign responsibility for academic departments and their associated courses across their campus and centers. Specifically, this form designates. ...

[Leadership Self-Enrollment](https://vtac.lonestar.edu/help/self-enrollment-form) (https://vtac.lonestar.edu/help/self-enrollment-form)

(For Leadership use only) The Leadership Self-Enrollment Form is used by Vice Presidents of Instruction (VPIs), Deans, Department Chairs, Lead Faculty, and Program Directors to instantly enroll themselves into any D2L course taught at their assigned location.

[Merge Course Rosters](https://vtac.lonestar.edu/help/vtac-forms-merge-course-rosters) (https://vtac.lonestar.edu/help/vtac-forms-merge-course-rosters)

The Merge Course Rosters form allows you to combine multiple section rosters into one D2L course. What is the purpose of merging course rosters? If an instructor is teaching the same course material across multipl...

[Reconcile Your D2L and iStar Rosters](https://vtac.lonestar.edu/help/reconcile-your-d2l-and-istar-rosters) (https://vtac.lonestar.edu/help/reconcile-your-d2l-and-istar-rosters)

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 Ro...

[Request an LMS Integration](https://vtac.lonestar.edu/help/request-an-lms-integration) (https://vtac.lonestar.edu/help/request-an-lms-integration)

If the integration requires purchasing additional resources such as access codes, books, labs etc.: The additional resources must be readily accessible on the LSC Virtual Bookstore (Akademos) before initiating the LMS Integration Request. ...

[Retrieve Withdrawn Student Course Activity Data](https://vtac.lonestar.edu/help/retrieve-withdrawn-student-course-activity-data) (https://vtac.lonestar.edu/help/retrieve-withdrawn-student-course-activity-data)

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 Repor...