

# Retrieve Withdrawn Student Course Activity Data

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## Retrieving Grades and Attendance for Dropped Students

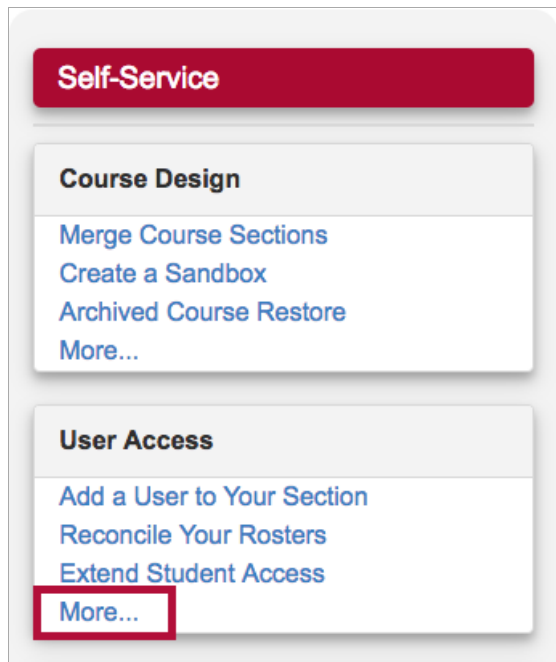
To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see [View Attendance & Grades for Withdrawn \(Unenrolled\) Users](https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users) (<https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users>).

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 Click on **[Withdrawn Student Reporting]** under **User Access Tools**.

**User Access Tools**

<p><a href="#">Add a User to Your Section</a></p> <p>Add an instructor, observer, TA, or advisor to your D2L section. <a href="#">(Instructions)</a></p>	<p><a href="#">Extend Course Access for a Student</a></p> <p>Grant students with an "Incomplete" extended access to a course. <a href="#">(Instructions)</a></p>
<p><a href="#">Reconcile Your Rosters</a></p> <p>Fix any discrepancies between your D2L and iStar rosters. <a href="#">(Instructions)</a></p>	<p><b><a href="#">Withdrawn Student Reporting</a></b></p> <p>Add a withdrawn student back into a course with a restricted role. Allows faculty to report on past student activity, without granting the student course access. <a href="#">(Instructions)</a></p>
<p><a href="#">Enroll in LSC D2L Community</a></p> <p>A community group of online instructors using D2L. <a href="#">(Instructions)</a></p>	

- On the form that opens up, under **Select a Course**, select the semester from the **Course Filters**.
- Indicate either **Credit** or **CE**.
- Select from **Courses Available**.

**Select a Course**

**Course Filters**

2017 Summer

**Courses Available**

Accounting ACCT-2401 5002 6W2

Principles Of Financial Accounting ACCT-2401 5009 6W2

Principles Of Financial Accounting ACCT-2401 5011 6W2

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

**Student Selection**

User Name or ID Number

9. 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.