# Retrieve Withdrawn Student Course Activity Data

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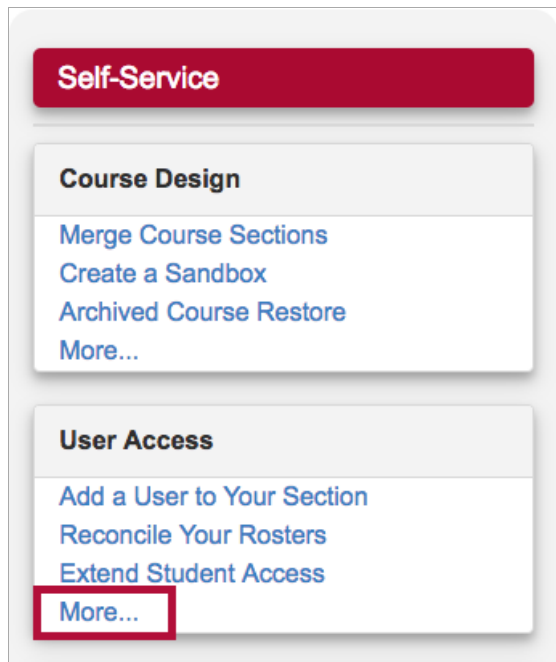
To find the grades or attendance for a student who has withdrawn or been dropped from a course, please see View Attendance & Grades for Withdrawn (Unenrolled) Users (https://vtac.lonestar.edu/help/view-attendance-grades-for-withdrawn-users).

> **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 Click on **[Withdrawn Student Reporting]** under **User Access Tools.**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 **Select a Course**, select the semester from the **Course Filters.**

6. Indicate either **Credit** or **CE**.

7. Select from **Courses Available**.



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

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.