

Allowing for Incomplete Students in D2L

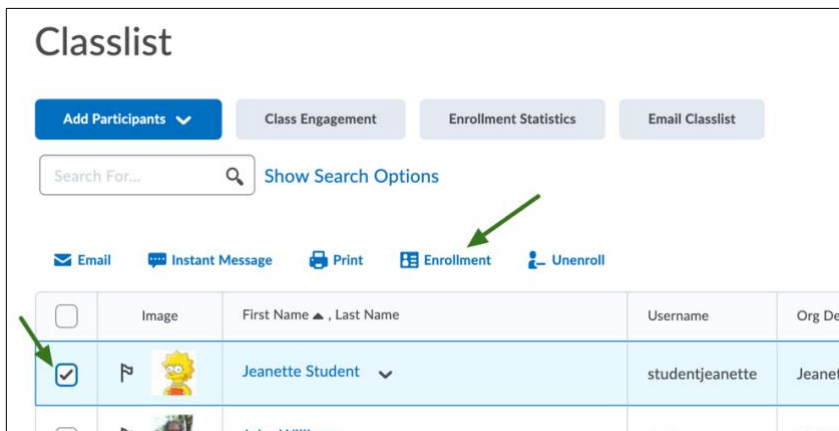
Students in a D2L course section have access to the course for 60 days beyond the last day of final exams. In most cases, this is sufficient time for a student who has been given an Incomplete grade to make up any necessary work in order to receive a final grade. However, in some situations, more time may be needed for the student to complete everything.

When such a need arises, the student's enrollment in the course must be changed from "Student" role to "Incomplete Student" role. That role will allow them to access the course beyond the end date. The instructions below cover the steps needed to change their role.

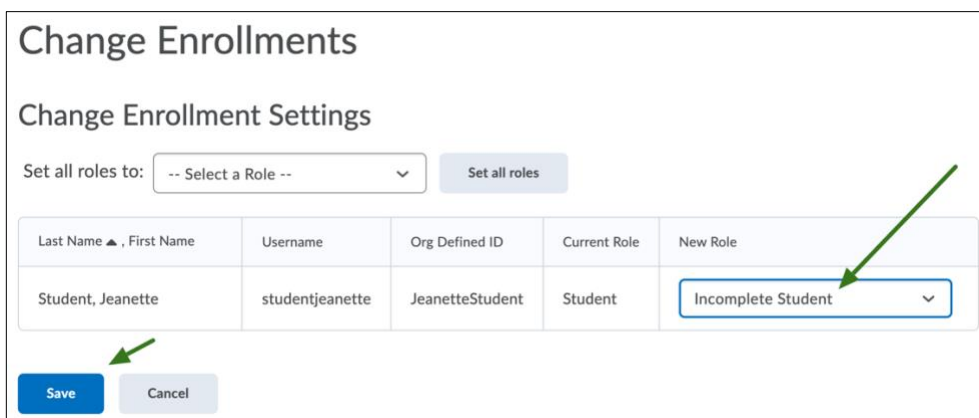
1. Go to appropriate course section in D2L.
2. Click on **Classlist** from the course menu.



3. Put a checkmark beside the student's name and click on the **Enrollment** button above the list of students.



4. Click on the pulldown menu under the New Role column and select "Incomplete Student". Then click on the Save button at the bottom.



5. Once the student has completed the work and been assigned a final grade, you will need to repeat these steps and switch their role back to “Student”. Otherwise, they will continue to have access to the course.