**Topic: Dropped Students from the D2L Brightspace Classlist**

Was a student dropped from your D2L Brightspace classlist after you completed entering final grades and LDA information for your course?

This will happen once you enter a grade of “F” and the required Last Date Attended (LDA) information for a student in eServices. A student is automatically un-enrolled from his or her D2L Brightspace course by the next day if they have a failing grade.

Although you can no longer see the student on the classlist, their work has been saved within the course on D2L Brightspace.

**To see the un-enrolled student’s grade information:**

1. Display the Classlist by clicking **COMMUNICATION + Classlist**.

2. Click on the **Enrollment Statistics** button to the right of the blue **Add Participants** button.
3. Scroll down to see the list of students who withdrew from your class or were withdrawn from your class for some reason (including an F grade).
4. Click on the **down arrow** to the right of the student’s name and then on **View Grades**. This will display the student’s grades.

**To see the student’s actual submissions:**

(e.g., a student’s submitted Assignment files, Discussions posts, or his/her answers to test questions), please send an email to Instructional Technology at its@mnstate.edu so we can temporarily re-enroll the student into the D2L Brightspace course.

Please provide the following information when making your request:

- Course Name, Number, and Section (e.g., ED 101 01)
- Course ID # (e.g., 001234)
- Semester
- Student’s Full Name
- Student’s 8-digit Dragon ID

**For More Information**

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.