Courses close at the end of the semester for every student. However, some students may require an exemption for an extended time with the course, i.e., have filled out the Incomplete Grade Application. You can extend a student's time in the course with the Student-Incomplete roll. They will then have access to the course as a regular student is able to, which may mean opening closed assignments and such. It also means changing their role back to Student when they have completed the necessary late work/assignments, so it is a good idea to have a notification on your calendar for when you should do this. Follow the steps below to change a student's role in the course:

1. Go to the Classlist screen in D2L.
Check the box to the left of the student(s) that you want to change the role of.
Click on the blue Enrollment link to the right of the Print link above the list.

This will take you to a new screen with some drop-down menus.

Change Enrollments
Change Enrollment Settings
Set all roles to: Select a Role

Last Name, First Name Current Role New Role
Boston-Tennier, Renyi Student

Select a New Role:
- Unenroll
- Instructor
- Student
- Staff
- Guest
- TA

- Select a New Role:

Save Cancel

Student/Instructor
Click on the blue Save button in the bottom left corner when you have finished updating the student's role.

You will be sent to:

Save Cancel

<table>
<thead>
<tr>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston-Tenifer, Ranny</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Role</th>
<th>New Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Student-Incomplete</td>
</tr>
</tbody>
</table>
ack to the Classlist screen in D2 Land should also be able to see the updated role of the student by clicking the All button.
Enrollment Statistics.

When you need to change the role back to Student, follow the above steps but choose the Student opt.
When you are a child

4. If you are unhappy to find the student,
make sure you are in the Altab, as when in step 6 in the topmost
