



## Faculty: Assign Incomplete Student Role

Hart Wilson - 2024-06-25 - Comments (0) - Faculty

The "Incomplete student" role allows a student to access a course that you've made unavailable to students, so you can hide the course from everyone and still provide access to a student who needs it.

To assign this role:

1. Click on the **Participants** link at the top of the page and locate the student whose role you need to update.
2. Open the pull-down menu associated with the student's listing.
3. Select **Incomplete Student**.
4. Click on the **Save** icon just above the displayed roles.
5. Advise the student to look for the course name in gray font in their list of courses.

The image shows two screenshots of the Moodle user role assignment interface. The top screenshot shows a list of users with a dropdown menu open for 'Student One' (ID 12341). The dropdown menu lists various roles, with 'Incomplete Student' highlighted in red. A red arrow points from the 'Incomplete Student' role in the dropdown to the 'Save' icon (a floppy disk) in the bottom screenshot. The bottom screenshot shows the same user, 'Student One', with the role 'Incomplete Student' assigned, indicated by a red box around the 'Save' icon and a red box around the 'Incomplete Student' role button.

User	ID	Current Role	Available Roles
Student One	12341	Student	Teacher, Teaching Assistant-Full, Non-editing teacher, Teaching Assistant-Limited, Incomplete Student, Librarian, Observer, Program Faculty
Student6 Six	12346	Teacher	
Test Teacher		Teaching Assistant-Full	
Student3 Three	12343	Non-editing teacher	
Student2 Two	12342	Teaching Assistant-Limited	