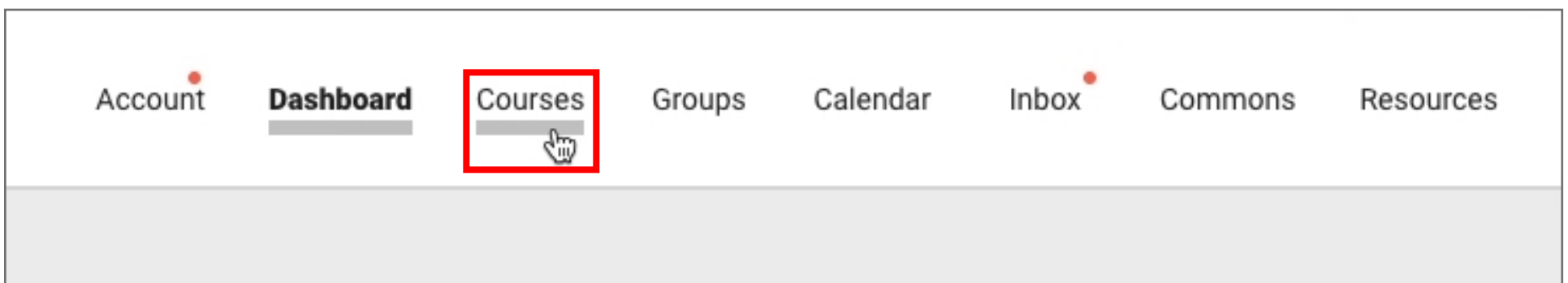


Introduction

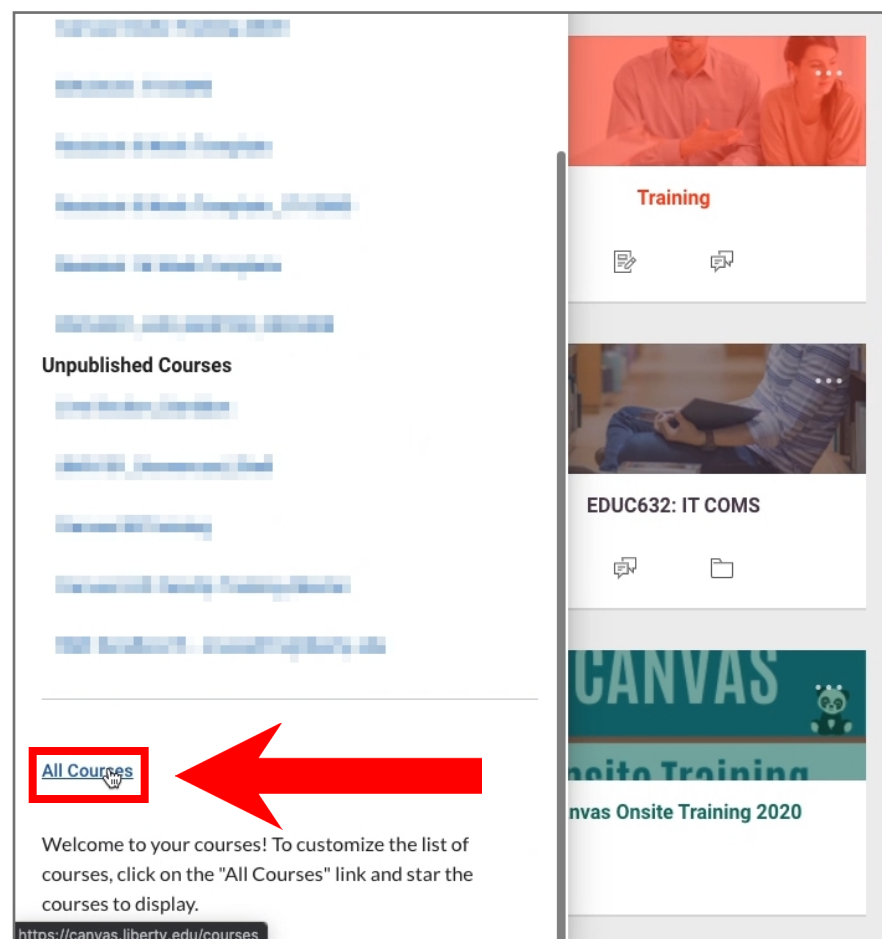
After you post final grades for a course, you will be able to access that course on your Dashboard for two weeks. After two weeks, that course will be concluded and removed from your Dashboard. To access a Concluded Course, follow these steps:

How to Access Past Course

Step 1: Click on the **Course Tab** from the top Canvas Menu.



Step 2: At the bottom of the **Courses Card**, click on **All Courses**.



How to Access Past Courses (continued)

Step 3: In the **All Courses** page, scroll to the bottom to find **Past Enrollments**.

Past Enrollments				
Course	Nickname	Term	Enrolled as	Published
☆ EDUC604: IT COMS			Student	Yes
☆ EDUC604: IT COMS			Teacher	Yes
☆ EDUC746 Faculty Training Sandbox			Student	Yes
☆ EDUC746 Faculty Training Sandbox			Teacher	Yes

Step 4: Click on a **Course Title** to access a **Concluded Course**.

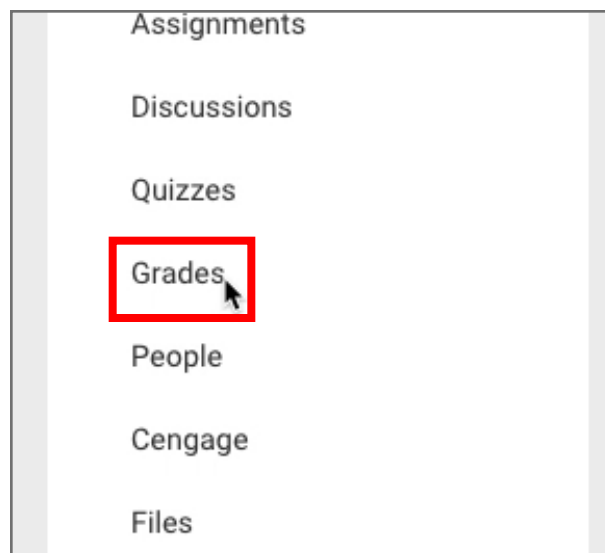
Past Enrollments				
Course	Nickname	Term	Enrolled as	Published
☆ EDUC604: IT COMS			Student	Yes
☆ EDUC604: IT COMS			Teacher	Yes
☆ EDUC746 Faculty Training Sandbox			Student	Yes
☆ EDUC746 Faculty Training Sandbox			Teacher	Yes

You will be able to review all the content in the course as if it were a live course.

The screenshot shows the Canvas LMS interface for the course EDUC604: IT COMS. The browser address bar shows the URL canvas.liberty.edu/courses/34964. The course page features a left-hand navigation menu with options like Home, Announcements, Modules, Assignments, Discussions, Quizzes, Grades, People, Cengage, Files, Office 365, Cisco Webex, Purchase Course Materials, New Analytics, Pages, Outcomes, Conferences, Collaborations, and Syllabus. The main content area displays the course title, a recent announcement from Dena Newman dated Mar 31, 2020, and a section for Faculty Resources including links for Cengage: MindTap, How to Set-Up your Course, Activate your MindTap Course, Access MindTap, and Cengage Faculty Technical Support. A right-hand sidebar contains various course management tools such as Choose Home Page, View Course Stream, New Announcement, Student View, New Analytics, Export Course Content, View Course Calendar, and View Course Notifications. The page also shows a 'TO DO' section with 'Nothing for now' and 'COURSE GROUPS' including 'Yellow Discussion Group 3'. A 'Technical Help' button with a '100%' indicator is visible at the bottom of the main content area.

How to Access Past Courses (continued)

Step 5: Click on **Grades** to review student submissions from the **Concluded Course**.



Step 6: In the **Grade Book** all **Concluded Enrollments** will appear with **Concluded Enrollments Tag** next to their name.

Student Names		
<input type="text" value="Search Students"/>		
Student Name	Advis... Out of 0	Assignment - American His... Out of 100
Justin concluded	-	42
Mark concluded	-	10
Nawona concluded	-	45.5
Drew concluded	-	10
Carolyn concluded	-	10
Nathan concluded	-	10
Test Student concluded	-	

Tips for Success!

You will be able to access student assignments similar to a live course and review all grading feedback, completed rubrics, and summative comments through SpeedGrader.

If a grade change is needed, please contact your school for more information.