HOW TO
Access a Prior Term's Content & Student Work

Course sites are concluded about two weeks after the end of a term. Course content, grades and student submitted work is archived in a read-only state per Extension School policy.

Watch this 30-second screencast or see directions below.

LOCATING A PRIOR TERM'S COURSE SITE

To access a course

from from a prior term, click "Courses" on your Global Navigation menu.

1

Click "All Courses"

from tray pop-up.

2

Scroll down to "Past Enrollments"

and select the desired course.

3

<table>
<thead>
<tr>
<th>Course</th>
<th>Nickname</th>
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</thead>
<tbody>
<tr>
<td>A Practical Approach to Data Science</td>
<td></td>
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<tr>
<td>Empowering Adult Online Learning: Exploring...</td>
<td></td>
</tr>
<tr>
<td>Exposing Digital Photography</td>
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</table>
ACCESSING STUDENT GRADES

1. Click on "Grades" on the course navigation menu.

2. Hover the Student Name column header and click the Options icon.

3. Select "Concluded enrollments" from the drop down menu.

You will see student names and grades populate and display. (It may take a moment for it to display.)
ACCESSING STUDENT SUBMISSIONS
*Note: You must configure “Show Concluded Enrollments” (steps 4-6) before you can access student submissions

7 Navigate to the assignment for the student submissions you wish to review.

8 Click on "SpeedGrader" under Related Items.

9 Click on the download icon to download the individual student’s submissions.

*Note: One cannot bulk download assignment submissions. The downloads must be done student per student.