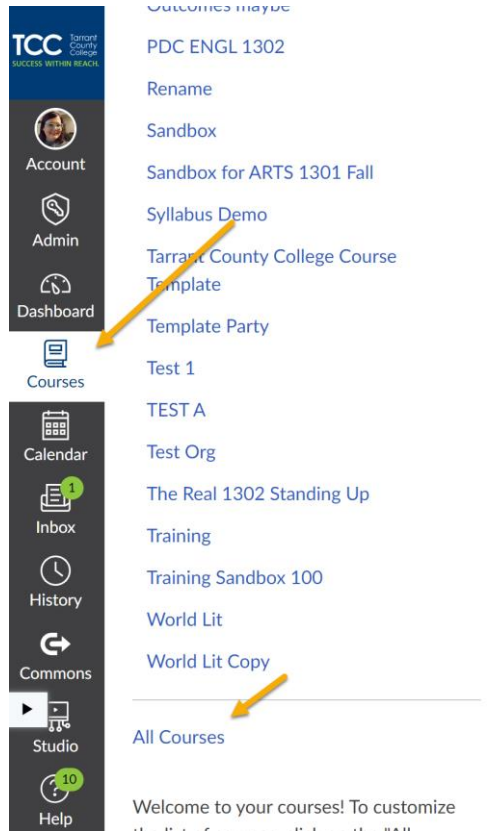


Accessing Grades from a Previous Semester (For Faculty)

1. Click “Courses” in the global navigation menu
2. Scroll down to “All Courses” and click on it



3. Scroll down. Find the semester and course under “Past Enrollments.” Click the name of the course.

Past Enrollments

	Course	Nickname	Term
☆	2021FL ENGL-1302-10016		Fall 2021
☆	2021FL ENGL-1302-86027		Fall 2021
☆	2021FL ENGL-2307-86003		Fall 2021
☆	2021FL ENGL-2341-86001		Fall 2021

4. Click “Grades” in the Course menu.

≡ Forms of Literature

Fall 2021

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5. Click the more option menu (three dots) next to Student Name in the gradebook. Click on “inactive enrollments” and “concluded enrollments” so that checkmarks appear next to each. This should display all student grades.

≡ Forms of Literature > Grades

Gradebook ▾

View ▾

Actions ▾

Student Names

🔍 Search Students

Student Name	⋮	Total
Z		
L		
B		
J		
E		
R		
K		

Sort by >

Display as >

Secondary info >

Show

✓ Inactive enrollments

✓ Concluded enrollments