Accessing Past Courses
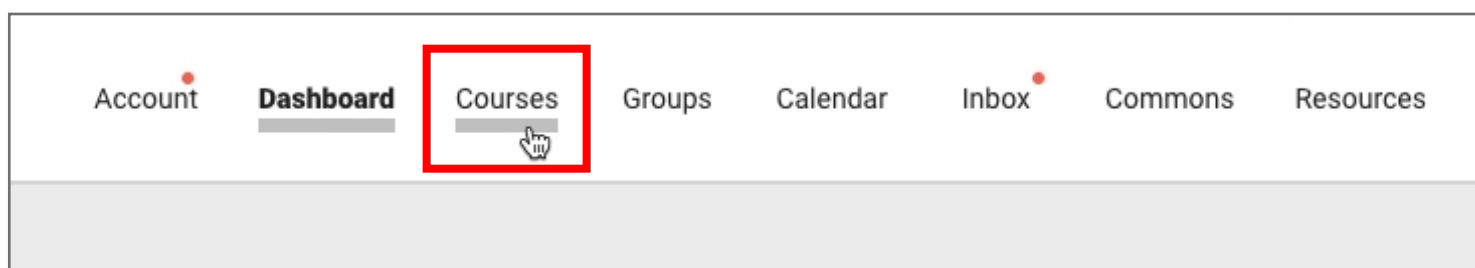## (Student Perspective)

Introduction

In Canvas, your previous courses may disappear from your dashboard once your courses are complete at the end of the term. You can still access your past courses to review course material, posted grades, and submitted course work.

Please note that past courses may be archived at a later time, and you will no longer have access to the materials inside the course.
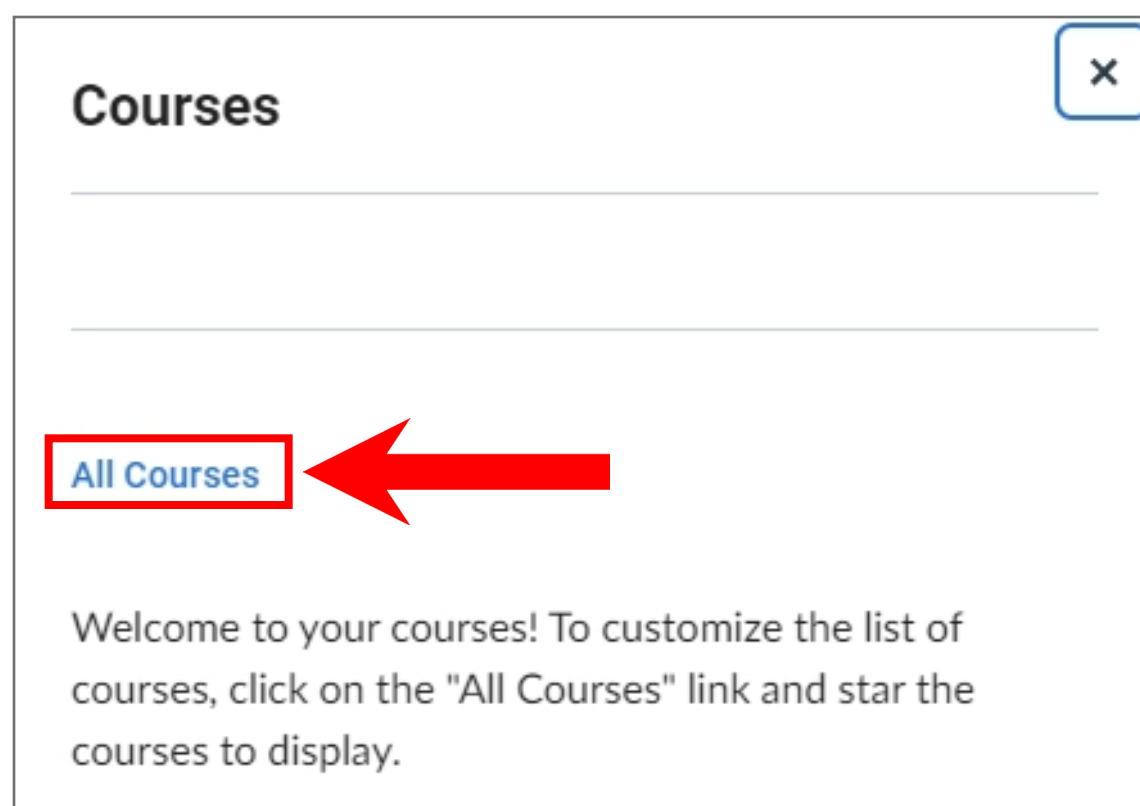
Additionally, the University is not liable for and cannot guarantee the restoration of any coursework or documents submitted by a student in previous terms. To access a Past Course, follow these steps:

How to Access Past Course

Step 1: To access your past courses, click on **Courses** from the top Canvas Menu.

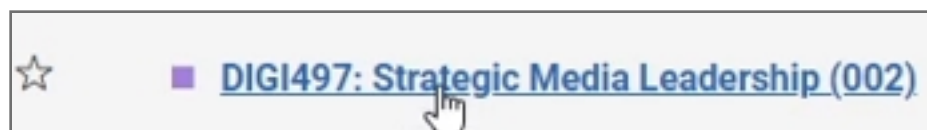**Step 2:** From the pop-out menu on the left, select **All Courses**.
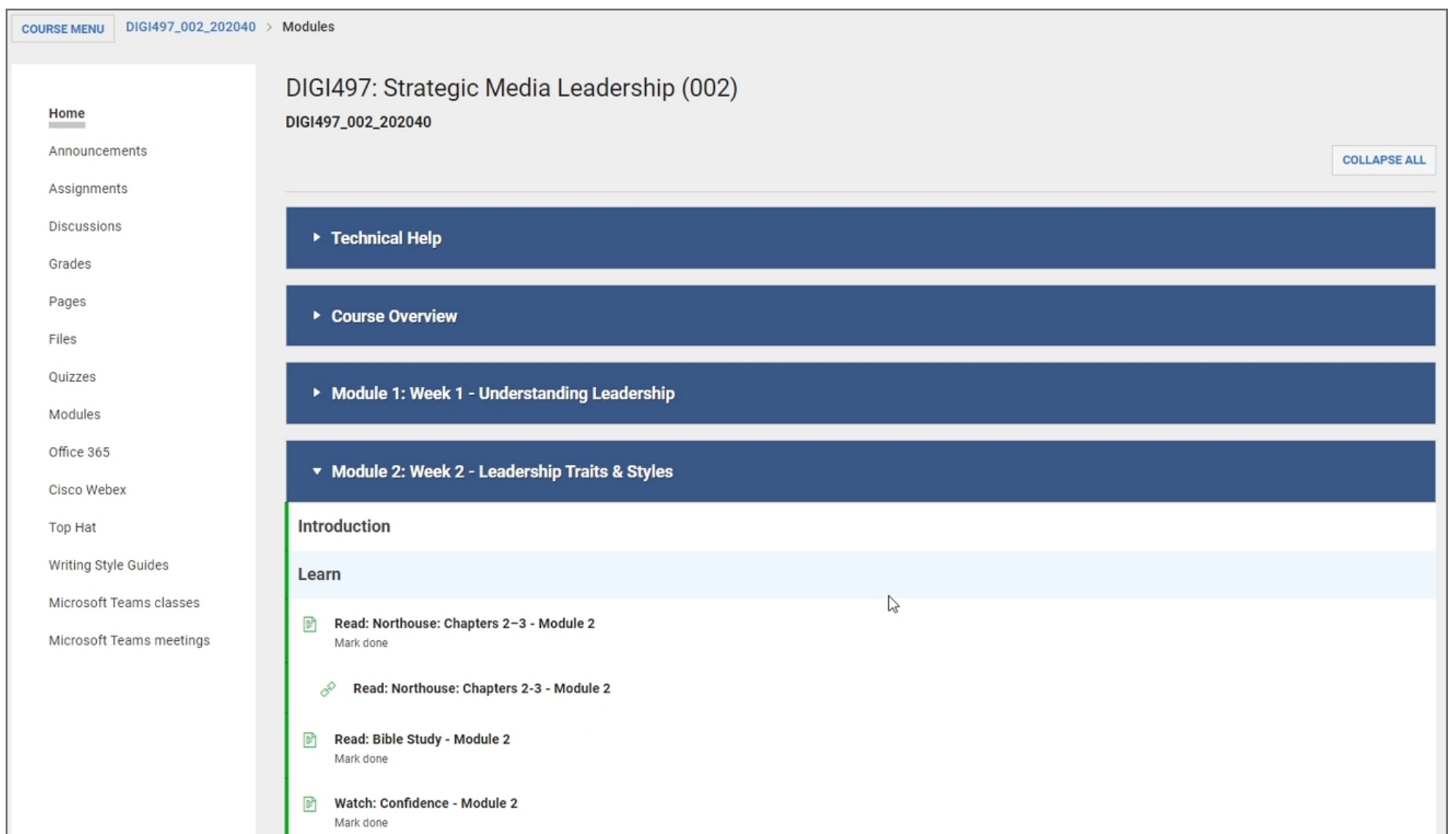
How to Access Past Courses (continued)

Step 3:   Scroll down to the **Past Enrollments** section.

Past Enrollments					
	Course	**Nickname**	**Term**	**Enrolled as**	**Published**
☆	■ ARTS223: Introduction to Typography (002)		Fall 2020 Resident	Student	Yes
☆	■ ARTS352: Graphic Design I (002)		Fall 2020 Resident	Student	Yes
☆	■ ARTS371: Graphic Design II (001)		Spring 2021 Resident	Student	Yes
☆	■ Canvas Orientation_004_202040R			Student	Yes
☆	■ DIGI497: Strategic Media Leadership (002)		Fall 2020 Subterm D	Student	Yes
☆	■ STCO422: Social Media Development (001)		Spring 2021 Resident	Student	Yes
☆	■ STCO487: Agency/Field Projects (001)		Spring 2021 Resident	Student	Yes

Step 4:   Click on a course title to open a course.

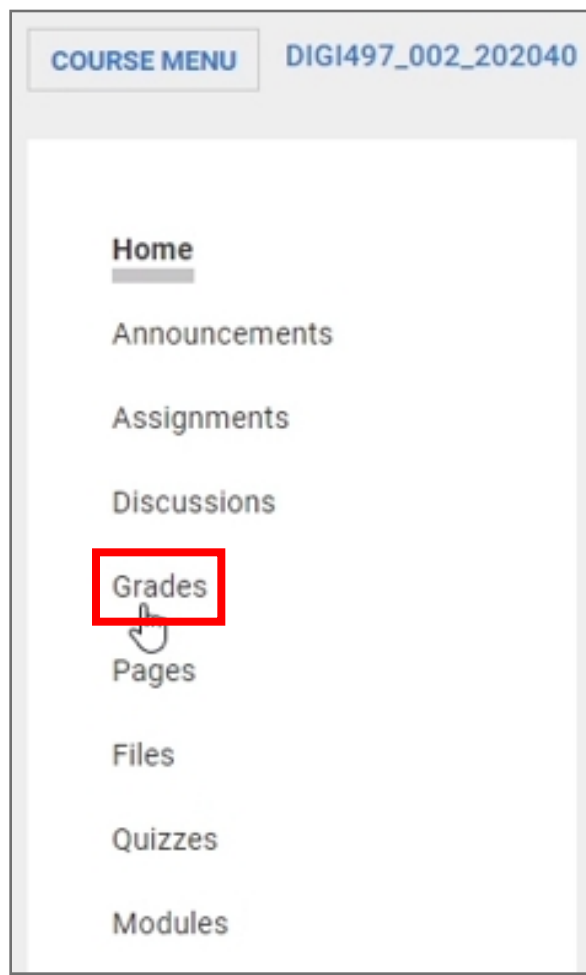☆   ■ **DIGI497: Strategic Media Leadership (002)**

The course will look and feel like a current course, but you will have read-only access and will not be able to change existing items or submit new work.

COURSE MENU   DIGI497_002_202040 > Modules

DIGI497: Strategic Media Leadership (002)
DIGI497_002_202040

COLLAPSE ALL

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Top Hat
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Microsoft Teams meetings

▶ **Technical Help**

▶ **Course Overview**

▶ **Module 1: Week 1 - Understanding Leadership**

▼ **Module 2: Week 2 - Leadership Traits & Styles**

Introduction

Learn

📄 **Read: Northouse: Chapters 2–3 - Module 2**
Mark done

🔗 Read: Northouse: Chapters 2-3 - Module 2

📄 **Read: Bible Study - Module 2**
Mark done

📄 **Watch: Confidence - Module 2**
Mark done

How to Access Past Courses (continued)

Step 5: If you want to download a copy of an assignment submission, click on **Grades** from the course menu on the left.

Step 6: Then, click on the name of the assignment you wish to download.

How to Access Past Courses (continued)

Step 5: On this page, click on the name of the assignment again to begin the download.

Note: if you need assistance gaining access to a previous course, reach out to the IT HelpDesk by visiting www.liberty.edu/HelpDesk.

💡 Tips for Success!

You are highly encouraged to save any previous course work and/or important documents prior to the course end date to ensure you have access to these items in the future.

To learn more about Canvas, visit www.liberty.edu/canvas.