

Introduction

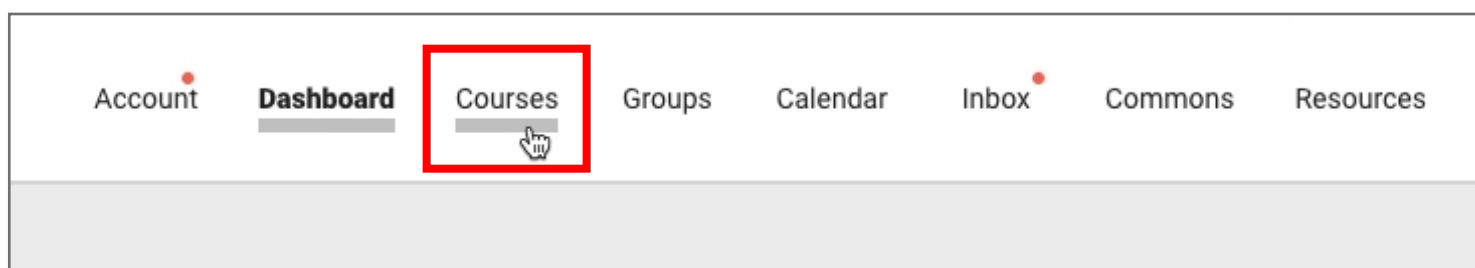
In Canvas, your previous courses may disappear from your dashboard once your courses are complete at the end of the term. You can still access your past courses to review course material, posted grades, and submitted course work.

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.

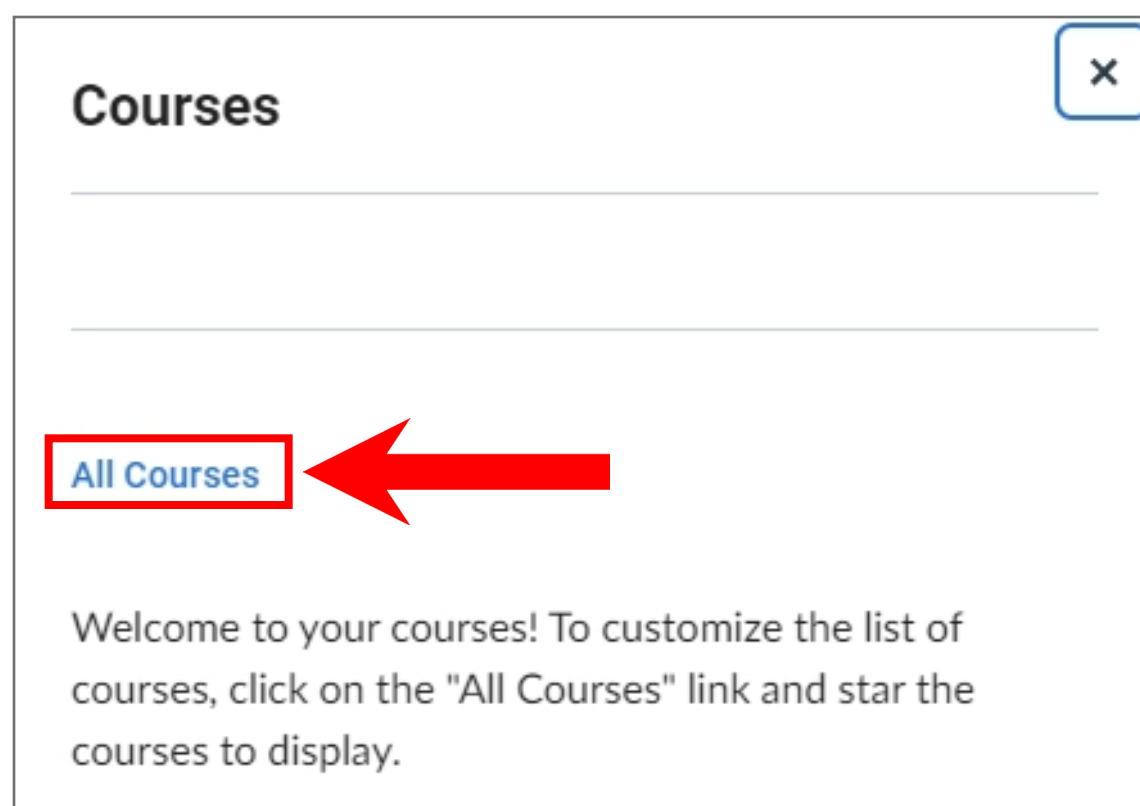
Additionally, the University is not liable for and cannot guarantee the restoration of any coursework or documents submitted by a student in previous terms. To access a Past Course, follow these steps:

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**.

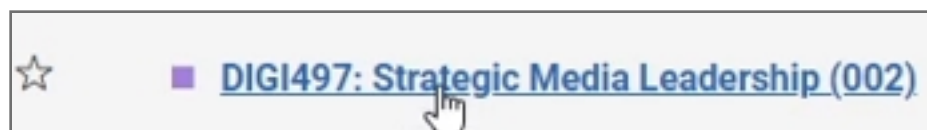


How to Access Past Courses (continued)

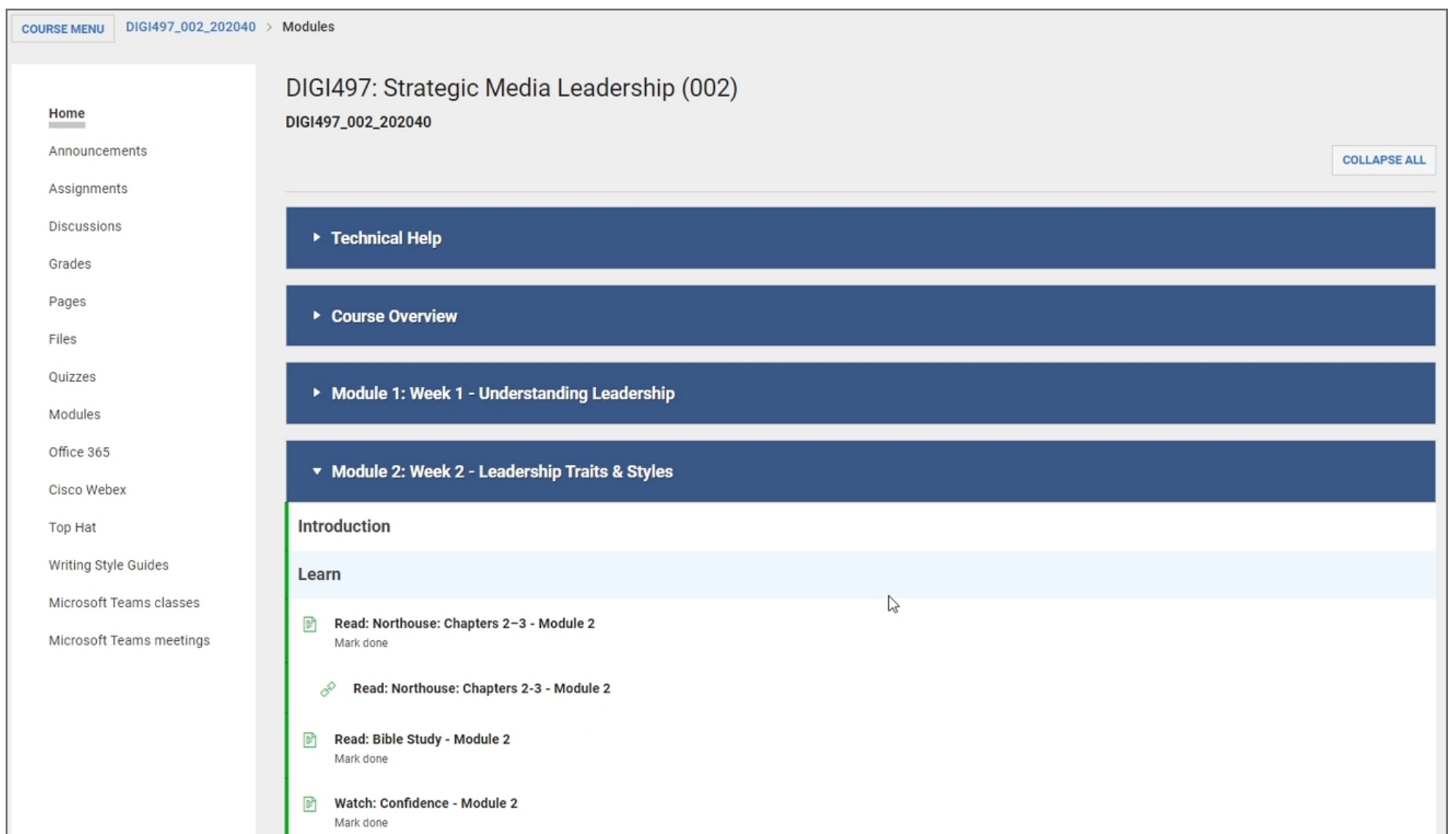
Step 3: Scroll down to the **Past Enrollments** section.

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.

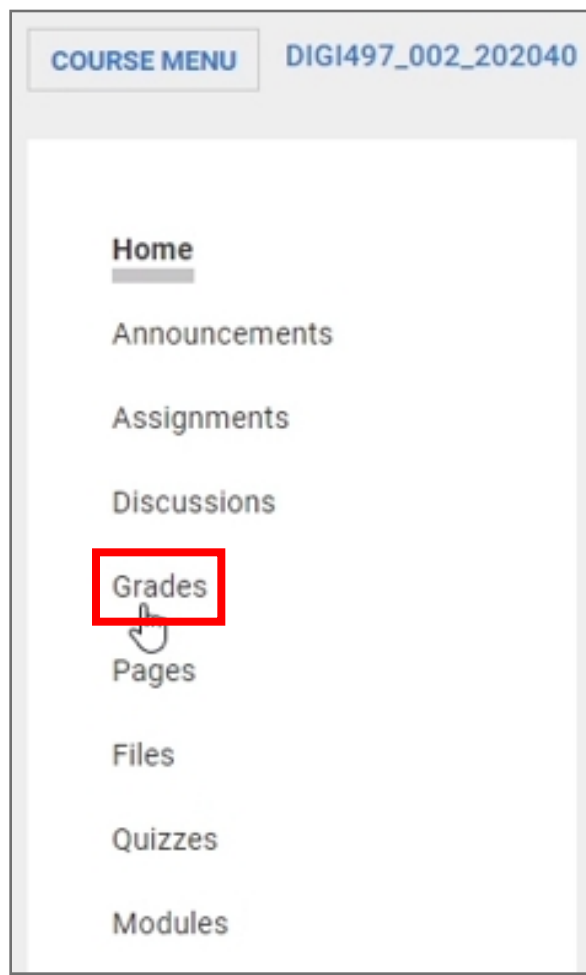


The course will look and feel like a current course, but you will have read-only access and will not be able to change existing items or submit new work.

A screenshot of the Canvas LMS course page for 'DIGI497: Strategic Media Leadership (002)'. The page has a breadcrumb trail 'DIGI497_002_202040 > Modules'. On the left is a sidebar menu with options like Home, Announcements, Assignments, Discussions, Grades, Pages, Files, Quizzes, Modules, Office 365, Cisco Webex, Top Hat, Writing Style Guides, Microsoft Teams classes, and Microsoft Teams meetings. The main content area shows the course title and ID, followed by a 'COLLAPSE ALL' button. Below are expandable sections: 'Technical Help', 'Course Overview', 'Module 1: Week 1 - Understanding Leadership', and 'Module 2: Week 2 - Leadership Traits & Styles'. Under 'Module 2', there is an 'Introduction' section and a 'Learn' section with four items: 'Read: Northouse: Chapters 2-3 - Module 2' (Mark done), 'Read: Northouse: Chapters 2-3 - Module 2', 'Read: Bible Study - Module 2' (Mark done), and '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.

Grades	Discussion Thread: Conflict Resolution - Module 6	Dec 3, 2020 by 11:59pm
Pages	Quiz: Out-groups & Conflict - Module - 6	Dec 6, 2020 by 11:59pm
Files	Self-Assessment Questionnaire - Module 6A	Dec 6, 2020 by 11:59pm
Quizzes	Self-Assessment Questionnaire - Module 6B	Dec 6, 2020 by 11:59pm
Modules	Quiz: Destructive Leadership & Final Thoughts - Module 8	Dec 13, 2020 by 11:59pm LATE
Office 365	Quiz: Ethics & Challenges - Module 7	Dec 13, 2020 by 11:59pm
Cisco Webex	Research Paper - Module 7	Dec 13, 2020 by 11:59pm
Top Hat	Assignments	
Writing Style Guides	Self-Assessment Questionnaire - Module 7A	Dec 13, 2020 by 11:59pm
Microsoft Teams classes		
Microsoft Teams meetings		

How to Access Past Courses (continued)

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

The screenshot displays the 'Submission Details' page for a 'Research Paper - Module 7' assignment. The submission was made on December 12, 2020, at 7:01 am. A red arrow highlights the file name 'ResearchPaperFinal.docx' (18.5 KB) in the submission list. The right sidebar shows a grade of 175 / 200 and a feedback message from Amy Bonebright dated December 23, 2020, at 10:46 am. The feedback message includes a 'View Feedback' link and a 'SAVE' button.

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.