Overview

Brightspace Classlist provides a list of withdrawn students along with some course access data.

Objectives

By following the guide, you will be able to:

Part 1: Locate a list of students that have withdrawn from your course

Part 2: View the withdrawn student's grades

Part 3: View the last date the student accessed the course

Part 4: View the date the student was unenrolled from the course

Part 1: Obtain Data on Student Withdrawals in Brightspace

- 1. Login to your course.
- 2. Click **Classlist** in the navigation bar.

Course Home Content Classlist Grades Class Progress Course Tools ~ Help ~							
	Course Home	Content	Classlist	Grades	Class Progress	Course Tools 🗸	Help 🗸

3. Click the Enrollment Statistics button.

Classlist								
Class En	gagement	Enro	Ilment Statistic	:s	Email Classlist			
All	Students	In	structors	Co	ourse Support			
View By	: User	~	Apply					
Search	For	Q,	Show Searc	h Opt	ions			

4. Scroll down to the Withdrawals section.

Withdrawals									
🖂 Ema	ail 🔒 Print								
	Image	Last Name, First Name	Username	Org Defined ID	Role 🔺	Date	Last Accessed		
	A	~			Learner	Nov 1, 2022 9:18 AM	Oct 23, 2022 10:57 AM		
	A	~			Learner	Aug 11, 2022 8:23 AM			



Part 2: View the Withdrawn Student's Grades

- 1. Click the dropdown arrow next to the student's name.
- 2. Select **View grades** in the dropdown menu.



Part 3: View Last Date the Student Accessed the Course

- The "Last Accessed" column will display when the student last accessed the course.
- If the student never entered the course, no date will be displayed.

With	drawals						
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	Image	Last Name, First Name	Username	Org Defined ID	Role 🔺	Date	Last Accessed
	A	~			Learner	Nov 1, 2022 9:18 AM	Oct 23, 2022 10:57 AM
	R	~			Learner	Aug 11, 2022 8:23 AM	

Part 4: View the Date the Student was Unenrolled from the Course

Note: The date displayed will be 1-2 days after the student's actual drop date.

Withdrawals									
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	Image	Last Name, First Name	Username	Org Defined ID	Role 🔺	Date	Last Accessed		
	A	~			Learner	Nov 1, 2022 9:18 AM	Oct 23, 2022 10:57 AM		

