Obtain Data on Student Withdrawals in Brightspace

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Brightspace Classlist provides a list of withdrawn students along with some course access data.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

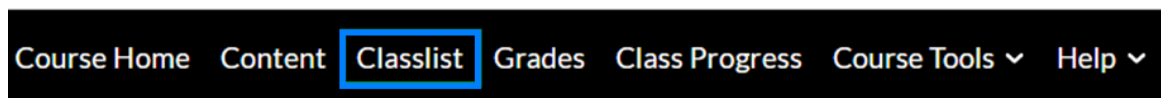Part 1: Locate a list of students that have withdrawn from your course

Part 2: View the withdrawn student's grades

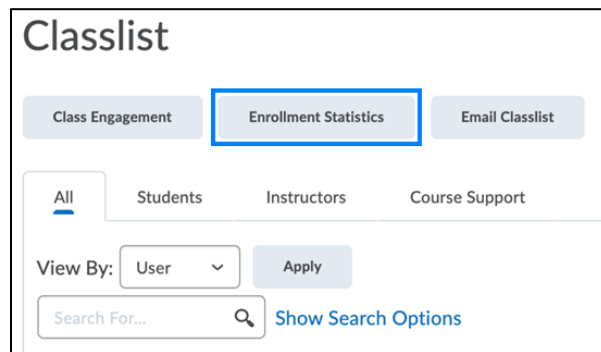Part 3: View the last date the student accessed the course

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

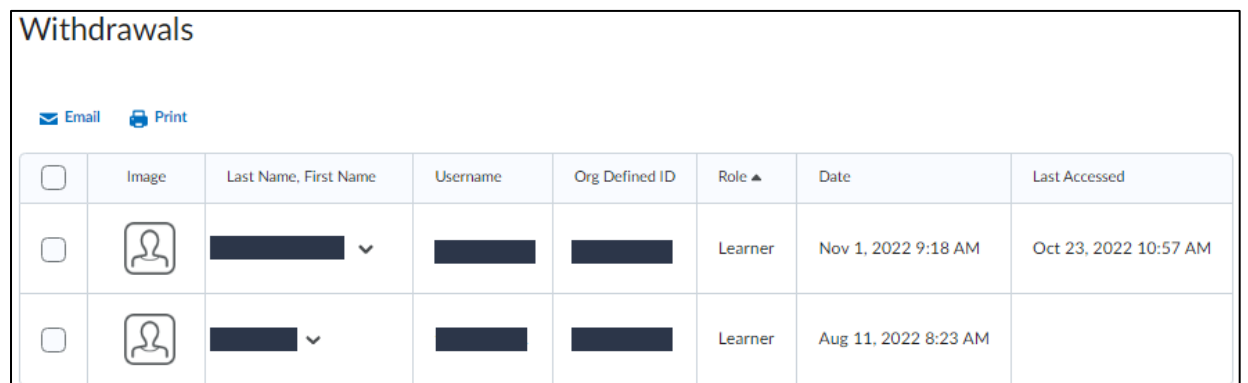## Part 1: Obtain Data on Student Withdrawals in Brightspace

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

3. Click the **Enrollment Statistics** button.

4. Scroll down to the Withdrawals section.

Part 2: View the Withdrawn Student's Grades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.

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.

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