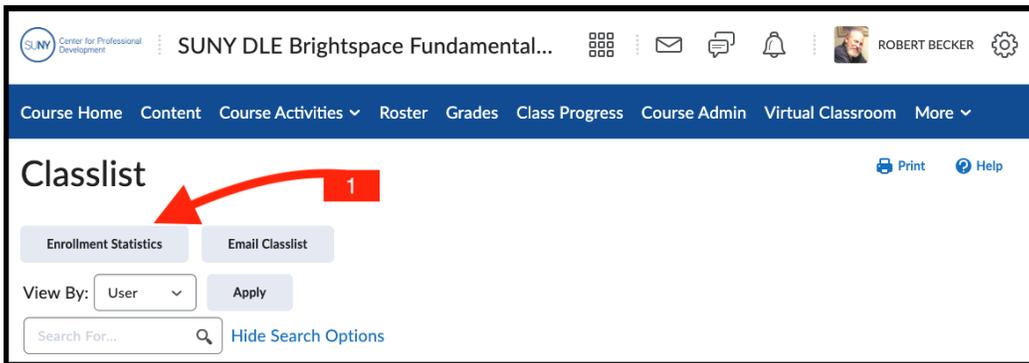


Accessing Grades for Students After Withdrawal

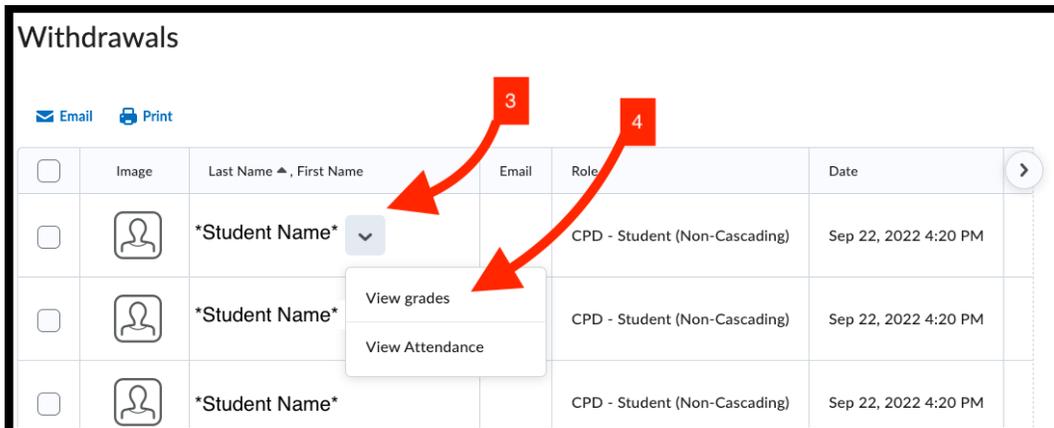
Your class list can be accessed either directly through the navbar or by going through the Roster tool. Once you have accessed your class list:

1. Click Enrollment Statistics



The screenshot shows the Brightspace interface for a course titled "SUNY DLE Brightspace Fundamental...". The user is identified as ROBERT BECKER. The navigation bar includes "Course Home", "Content", "Course Activities", "Roster", "Grades", "Class Progress", "Course Admin", "Virtual Classroom", and "More". The main heading is "Classlist". Below the heading are two buttons: "Enrollment Statistics" (highlighted with a red arrow and the number 1) and "Email Classlist". There is also a "View By:" dropdown menu set to "User" and an "Apply" button. A search bar is visible with the text "Search For..." and a "Hide Search Options" link.

2. **Scroll down** to the bottom of the page until you see the Withdrawals section
3. **Click the chevron** next to the name of the student
4. **Click View Grades**

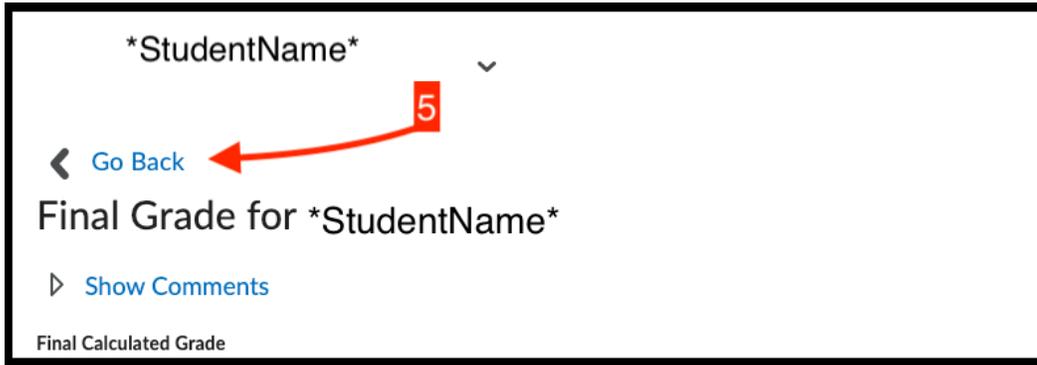


The screenshot shows the "Withdrawals" section of the Brightspace interface. It features a table with columns: "Image", "Last Name", "First Name", "Email", "Role", and "Date". There are three rows of student data, each with a dropdown arrow next to the name. The first dropdown is open, showing two options: "View grades" and "View Attendance". Red arrows and numbers 3 and 4 point to the dropdown arrow and the "View grades" option respectively. There are also "Email" and "Print" icons at the top left of the table.

Image	Last Name	First Name	Email	Role	Date
	Student Name			CPD - Student (Non-Cascading)	Sep 22, 2022 4:20 PM
	Student Name			CPD - Student (Non-Cascading)	Sep 22, 2022 4:20 PM
	Student Name			CPD - Student (Non-Cascading)	Sep 22, 2022 4:20 PM

SUNY DLE Brightspace Guides

5. Once done, **click Go Back** to return to the list of withdrawals



Note: the "view attendance" data is only valid if you set up and used the Attendance tool consistently