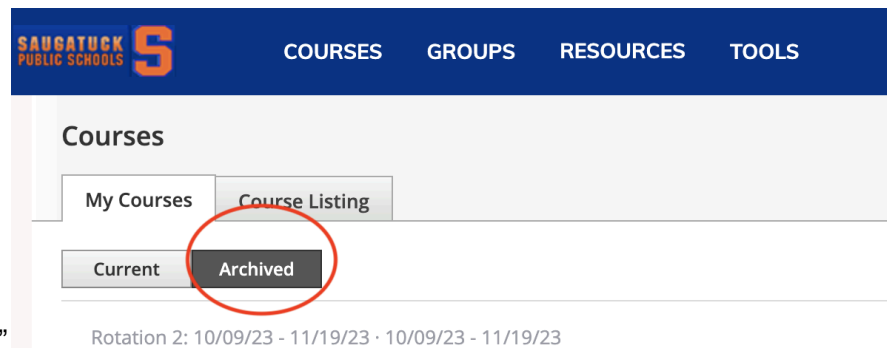
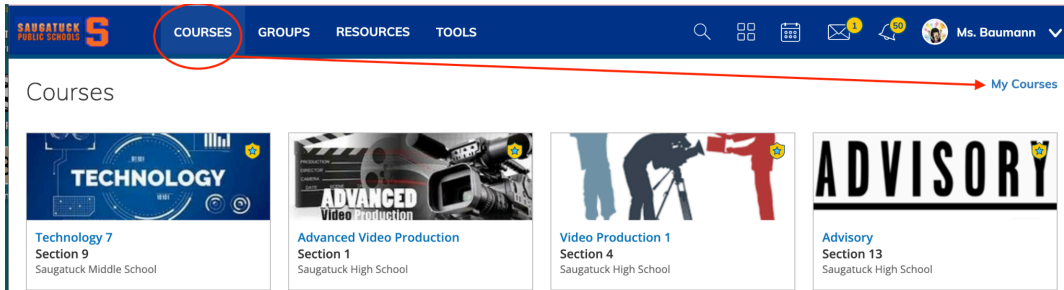


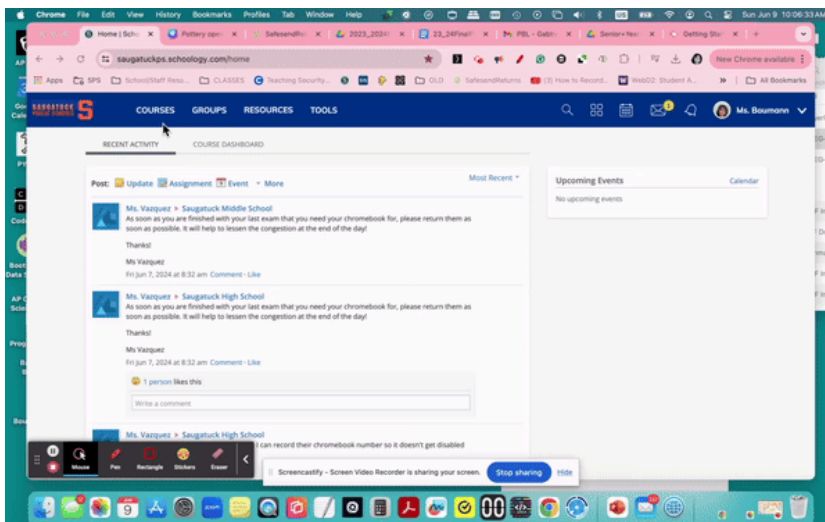
Finding an old/past course in Schoology

Step 1: Go to Courses (Top Menu)

Step 2: Find “My Courses” link (Upper right side of the screen - Blue Text)



Step 3: Click on “Archived”



This will list past courses. Here, you can access any course not currently within a specified semester or trimester.

Your archived courses are listed in reverse chronological order (see light grey writing for term and dates).

Click on the section of your course to access your materials.

- Archived work is
 - set up just like the current coursework
 - accessible through the folders or clickable links under “Grades” (left side of screen). **Find all missing or late work, either in “Grades” or in the Materials section (folders or listed assignments)**

Saugatuck High School

Missing symbol - you did not submit something. Ms. B has to go in and grade your work if you submit something AFTER it has been indicated as missing. It will NOT AUTOMATICALLY change once submitted.

Light blue square means you physically submitted something into the Schoology assignment - this is what Ms. B sees too

Due Date

Clickable link to assignment

Assignment	Due Date	Grade	Status
Getting to Know You - Assignment(Wk 3)	9/15/23 11:59pm	Exempt	Exempt - submitted with week 4 folder
Getting to Know You - Assignment (wk 4)	9/22/23 11:59pm	A+ 4 / 4	Great Update! 10/7
Your Thoughts and Your Goals Assignment	9/29/23	0	Missing

Missing as of 10/1,10/6. Can submit any time for possible full credit.

- There will be NO work listed under “Upcoming”, since the course is technically over.

- IF you submit any work from an archived course, you **MUST** email your teacher to let them know.