Using Enrollment Statistics

The Financial Aid Office may ask if a certain student did their first assignment before withdrawing from the course, unfortunately when a student withdraws from a course, all of their activities are removed from the system and stored in case they return to the course at a later date. When a student withdraws from your course after the start of the semester, but before the first week of classes have been completed you can use the Enrollment Statistics feature to see if the student completed any assignments as long as you used the Grades or Attendance tools during that time period.

**Note:** This feature can be used any time during the semester.

1. Go to the Classlist of the course the student withdrew from and click the **Enrollment Statistics** button.

2. On the Enrollment Statistics, find the student(s) that withdrew from the course and click on the dropdown menu to the right of their name.

3. Select either **View grades** or **View Attendance** depending on which tool you used.

4. Find the first assignment that your students were required to do within the first week of classes (red box). Let the Financial Aid Office know if the student has done any work in the course.

5. Click the **Go Back** link to return to the Enrollment Statistics screen.
6. If you need to look for another student’s grades or attendance, click on the dropdown menu next to their name (red arrow). If you have finished, click the **Done** button (orange arrow).