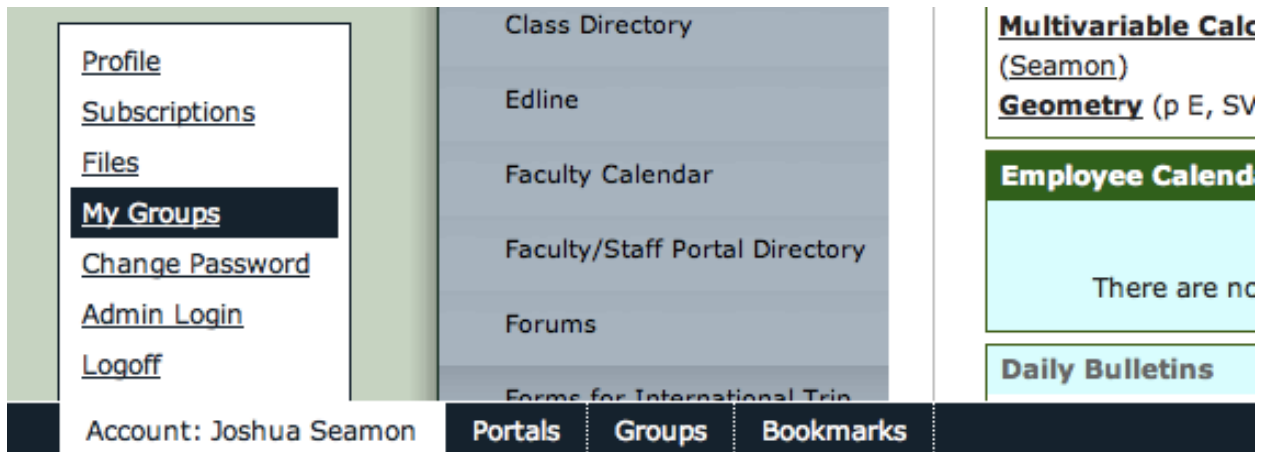


How to access archived classes

1) Login to the Academy portal at <https://www.stjacademy.org/userlogin.cfm>



2) Click on “Account: Your Name” in the lower left of the bottom toolbar. Click on “My Groups”.



3) A new window will open. Select “Archived groups” and then the plus sign next to “Academic classes”. A list of all of your former and current classes should load.

4) Click on the class whose page you want to access. Information about that class should load on the right of the window.

The screenshot shows a search interface with the following elements:

- MY GROUPS** header.
- SEARCH FILTERS** section:
 - ALL GROUP TYPES dropdown menu.
 - Radio buttons for Active groups and Archived groups.
 - Search input field and Search button.
- 21 GROUPS FOUND** section.
- Academic Classes** list:
 - Algebra II : 165323506 : pC archived: 09/16/09
 - AP Calculus AB : 165329803 : pE archived: 09/16/09
 - AP Calculus AB : 165329802 : pD archived: 01/02/09
 - AP Calculus AB : 165329801 : pD archived: 08/18/11
 - AP Calculus AB : 165329802 : pB archived: 01/11/10
 - AP Calculus AB Prep : 165329701 : pA24 archived: 08/20/10
 - AP Calculus AB Prep : 165329702 : pB135 archived: 08/20/10
 - AP Calculus AB Prep : 165329702 : pB135 archived: 01/02/09
 - AP Calculus AB Prep : 165329701 : pC24

5) Click on “view” next to “Enable a Group Space”. Your class page will load.

The screenshot shows the class page for Algebra II with the following elements:

- Portal Login** sidebar:
 - Welcome, Joshua. [Logoff now](#)
 - [Employee Portal](#)
- Algebra II** header:
 - Period C | **Joshua Seamon** [profile](#) [site](#)
 - [View another group space](#)
- Navigation tabs: Dashboard, Calendar, Resources, DropBox, Media, Blog, Discussions, Members.
- hide overview** link.
- Message: You have not provided a group overview. Please edit using the blue pencil to the right.
- Activity Stream**: No activity in the last 2 weeks.
- Bulletins**: [+ new bulletin](#). There are no bulletins to display.