How to Access Enrollments, Grades, and Submissions in Concluded Canvas Courses

_Important Notes__: To link Canvas, Caltech's LMS (Learning Management System), to official enrollment records and ensure FERPA compliance, Canvas is integrated with the SIS (Student Information System) and courses are concluded in accordance with the academic calendar._

Instructors may download the course Gradebook and bulk download student submissions <u>before</u> a Canvas course automatically concludes on Add Day of the following term (see the [End-of-Term Checklist](#) for dates). After Add Day, concluded courses move to Past Enrollments, at which point course participants are no longer visible as active users in People or the Gradebook.

But nothing ever truly disappears in Canvas! This guide provides instructions to regain access to prior enrollments, submissions, and grades in concluded Canvas courses, either via the People tab or the Grades tab. Note that once a course concludes, bulk downloads of student submissions will no longer be possible, but individual downloads will still be available.

METHOD 1: Access via the People tab

1. Login to Canvas directly at https://caltech.instructure.com/ and find concluded courses in the **Past Enrollments** section of your [All Courses list](#). If already logged into Canvas, click on **Courses** > **All Courses** from your far-left navigation menu.
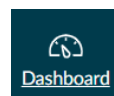
2. Navigate to your course and click on the **People** tab in your course menu, then click on the top 3 dots in the upper right and select **View Prior Enrollments**.
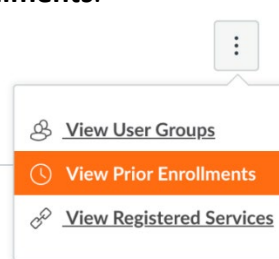
3. From there, you will see the list of **Prior Users**. Click on the numerical link under **Total** to see all submissions from that student. You will be able to click on assignments to open them in [Speedgrader](#), see comments and grading, and download (with attention to [student privacy](#)).

Prior Users

Name	Type	Total
Undergrad_1, Test ucanvas1@caltech.edu	Student	10.71
Undergrad_2, Test ucanvas2@caltech.edu	Student	0.0
Lee, Jodie jlee@caltech.edu	Teacher	
GradStudent_1, Test gcanvas1@caltech.edu	TA	
GradStudent_2, Test gcanvas2@caltech.edu	TA	

METHOD 2: Access via Gradebook

1. Login to Canvas and navigate to your course, as outlined above in Method 1. Click on **Grades** in your course menu to access the Gradebook, then hover to the right of the **Student Name** column to see the three-dot menu. Click and select **Show** > **Concluded enrollments** from the dropdown (below left).

2. All student names will then be visible, and if you click on one, a flyout panel will open on the right of the screen with user details (below right).

3. Click on the **Grades** box in the flyaway panel to see each assignment submitted in the course (below). As with the People tab, you will be able to click on assignments to open them in Speedgrader, see comments and grading, and download (with attention to student privacy).

Grades for Test Undergrad_1

Arrange By

| Due Date ⌄ | Apply |

Assignments   Learning Mastery

Print Grades

Total: 180%

Show All Details

Course assignments are not weighted.

☑ Calculate based only on graded assignments

Name	Due	Status	Score	Out of		
Individual Learning Outcomes: Due Wednesday 10/16 Imported Assignments	Oct 16, 2019 by 12pm		🚫	10		
Project Proposals: Due Wednesday 11/6 Imported Assignments	Nov 6, 2019 by 11:55pm		10	10		📋
Final Project Imported Assignments	Dec 11, 2019 by 11:55pm		80	100	×	📋

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4. To see all submissions for a particular assignment, navigate back to **Gradebook** (click the **Grades** tab in your course menu), hover over the three dots to the right of the assignment name, and select **Speedgrader**. Once opened, you'll be able to cycle through all student submissions for that item.
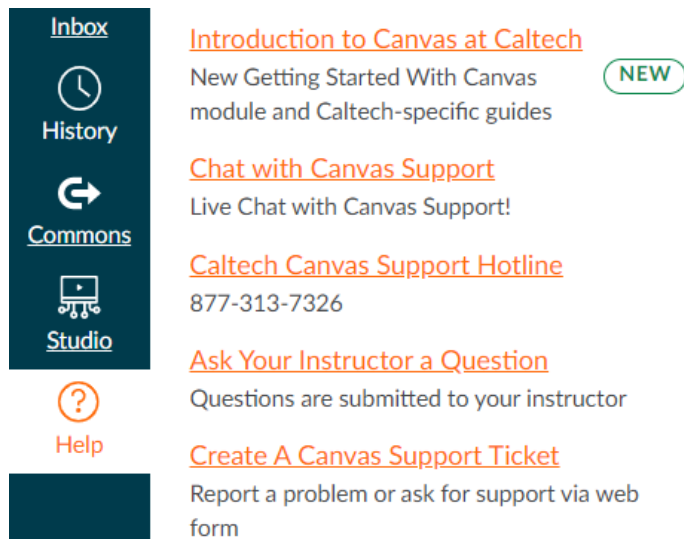

Export the Gradebook

1. To export the Gradebook for a concluded course, first make sure that concluded enrollments are visible – if not, click on **Grades** in your course menu, however to the right of the **Student Name** column to see the three-dot menu, and click to select **Show > Concluded enrollments** from the dropdown.

2. With student names viewable, click on the Actions menu on the upper left and select **Export Current Gradebook View.**

Additional Resources

- For more information about Gradebook and Speedgrader, see this [Getting the Most Out of Canvas video](#), part of our training playlist for Caltech faculty and TAs.

- Find the Canvas Instructor guide to using Grades here:
  https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Grades

- And the Canvas Instructor guide to Speedgrader here:
  https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#SpeedGrader

- Find 24/7 support via the Help/? menu on the far-left global navigation menu in your Canvas account. Call or Chat for the fastest response.