

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



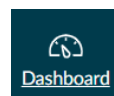
**Important Notes:** To link Canvas, Caltech's LMS (Learning Management System), to official enrollment records and ensure FERPA compliance, Canvas is integrated with the SIS (Student Information System) and courses are concluded in accordance with the academic calendar.

Instructors may download the course Gradebook and bulk download student submissions before 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.



[Template-2023F](#)

[Be The Hero \(Admin Training\)](#)



[All Courses](#)

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**.

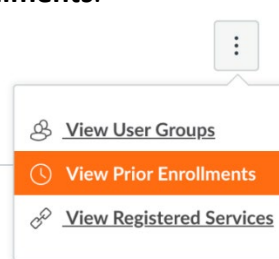
[Modules](#)

[Zoom](#)

[Grades](#)

[People](#)

[Assignments](#)



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
<a href="#">Undergrad 1_Test</a> ucanvas1@caltech.edu	Student	<a href="#">10.71</a>
<a href="#">Undergrad 2_Test</a> ucanvas2@caltech.edu	Student	<a href="#">0.0</a>
<a href="#">Lee, Jodie</a> jlee@caltech.edu	Teacher	
<a href="#">GradStudent 1_Test</a> gcanvas1@caltech.edu	TA	
<a href="#">GradStudent 2_Test</a> 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).

Gradebook ▾ View ▾ Actions ▾

### Student Names

🔍 Search Students

Student Name	Total	Notes
⋮		
Sort by	>	
Display as	>	
Secondary info	>	
Show		
Inactive enrollments		
Concluded enrollments		



**Test Undergrad 1**

Sandbox for J. Lee

Section: Section 1

Last login: Jul 30, 2022

Grades

Analytics

180%

Grade

5

Missing

0

Late

Last 7 Graded Items

0/20

0/3

80/100

10/10

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

🖨️ Print Grades

Total: 180%

Show All Details

Arrange By

Due Date ▾

Apply

Assignments

Learning Mastery

Course assignments are not weighted.

☒ Calculate based only on graded assignments

Name	Due	Status	Score	Out of
<a href="#">Individual Learning Outcomes: Due Wednesday 10/16</a> Imported Assignments	Oct 16, 2019 by 12pm		10	10
<a href="#">Project Proposals: Due Wednesday 11/6</a> Imported Assignments	Nov 6, 2019 by 11:55pm		10	10
<a href="#">Final Project</a> Imported Assignments	Dec 11, 2019 by 11:55pm		80	100

- 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.

Project Proposals: Due Wedne...	Final Project	Group Dis...
Out of 10 MANUAL	Out of 100 MAN...	Out of C
0		
10		
-		
0		

Sort by >  
**SpeedGrader**  
Message Students Who  
Curve Grades  
Set Default Grade  
All grades posted  
Hide grades  
Enter Grades as >  
Grade Posting Policy

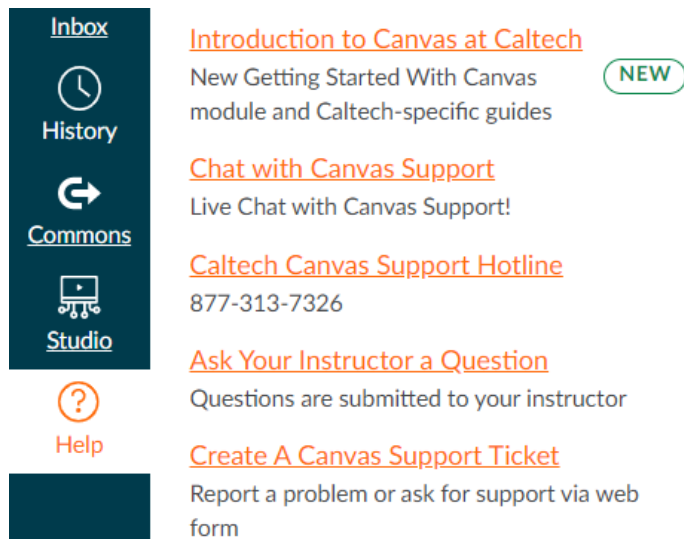
## Export the Gradebook

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





Gradebook ▾	View ▾	Actions ▾
Student Names	Import	
Search St	<b>Export Current Gradebook View</b>	
Student Name	Export Entire Gradebook	Testing Rubric Assignment
Test Undergrad	Previous Export (Mar 11, 2021 at 11:58am)	Out of 20 MANUAL
Test Undergrad		0
Test Student ...		-
	67.13%	6

## 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.



The image shows a portion of the Canvas LMS interface. On the left is a dark blue vertical navigation bar with icons and labels for 'Inbox', 'History', 'Commons', and 'Studio'. Below this bar is a 'Help' section with a question mark icon. To the right of the navigation bar, there are several links and descriptions for support resources. The first link is 'Introduction to Canvas at Caltech' with a 'NEW' badge, followed by 'Chat with Canvas Support' and 'Caltech Canvas Support Hotline' with the phone number 877-313-7326. Below these are 'Ask Your Instructor a Question' and 'Create A Canvas Support Ticket'.

<a href="#">Inbox</a>	<a href="#">Introduction to Canvas at Caltech</a> <span>NEW</span>
 History	New Getting Started With Canvas module and Caltech-specific guides
 <a href="#">Commons</a>	<a href="#">Chat with Canvas Support</a> Live Chat with Canvas Support!
 <a href="#">Studio</a>	<a href="#">Caltech Canvas Support Hotline</a> 877-313-7326
 Help	<a href="#">Ask Your Instructor a Question</a> Questions are submitted to your instructor
	<a href="#">Create A Canvas Support Ticket</a> Report a problem or ask for support via web form