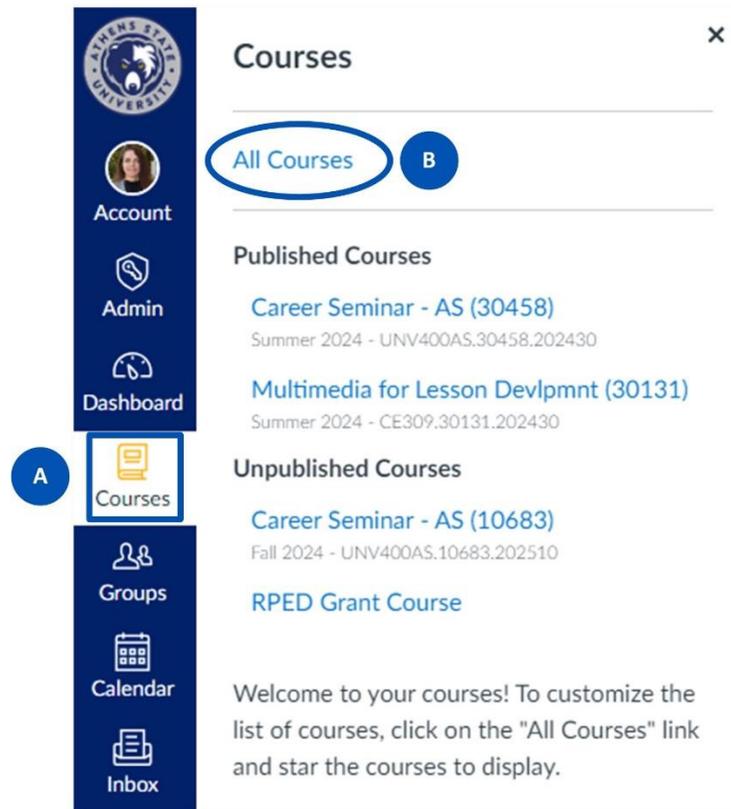


Viewing Student Work from Past Semesters in Canvas

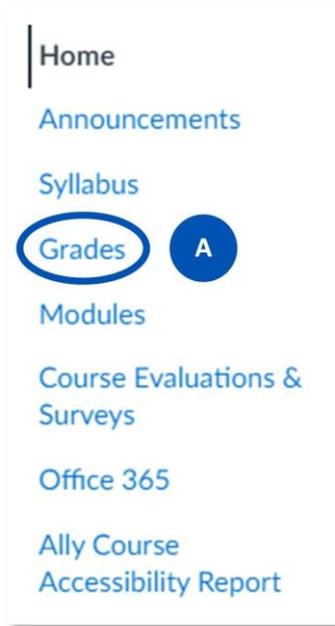
It is still possible to view student work in Canvas courses even after the semester ends. To do so, complete the following steps:

1. Locate the course in Canvas. If you do not see it on your dashboard, click the **Courses** button (A) in the **Global Navigation** menu to the left and then click the **All Courses** link (B) at the top of the panel that opens.



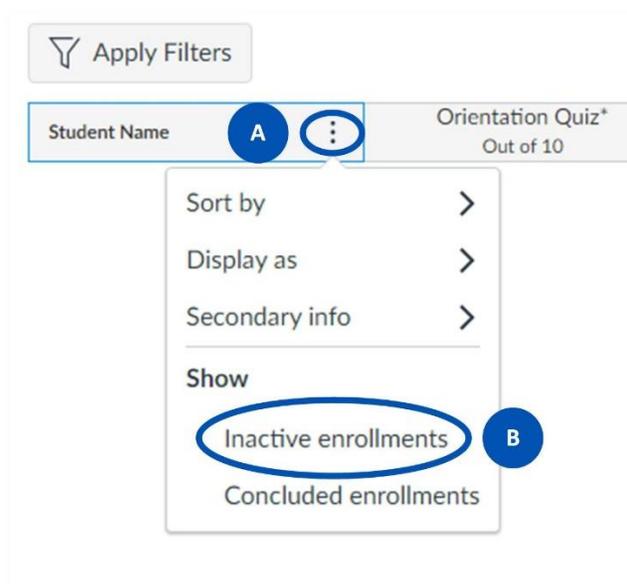
When the *All Courses* page appears, locate the course link in the list and click it to open the course.

2. Click the **Grades** link (A) in the **Course Navigation** menu to the left.



The *Gradebook* for the course appears. Most likely, no student records are shown.

3. Click the three-dot icon (A) to the right of the **Student Name** column and select the **Inactive Enrollments** option (B) from the menu that appears.



The records of all students in the course appear in the gradebook, with the word **Inactive** next to each student name.

Gradebook ▾

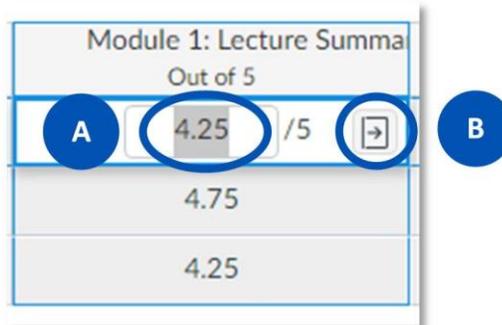
Student Names Assignment Names

🔍 Search Students 🔍 Search Assignments

🔼 Apply Filters

Student Name	Orientation Quiz* Out of 10	Module 1: Self-Test* Out of 5	Module 1: Lecture Summa Out of 5	Module 1: Reinforcement / Out of 5	
Candice Copeland inactive <small>ccopela2@my.athens.edu</small>	30	5	4.25	5	
Haley McHitt inactive <small>hmc0022@my.athens.edu</small>	30	4.25	4.75	5	
Charles Prince inactive <small>cp00022@my.athens.edu</small>	30	5	4.25	0	

You can view student grades for each assignment. You can also view the student submission for each assignment by clicking the grade in the assignment column (A), and then clicking the arrow icon (B) to the right. The submission will open in SpeedGrader for your review.



If you have any questions or need assistance, please contact the Help Desk at helpdesk@athens.edu or 256-216-6698.