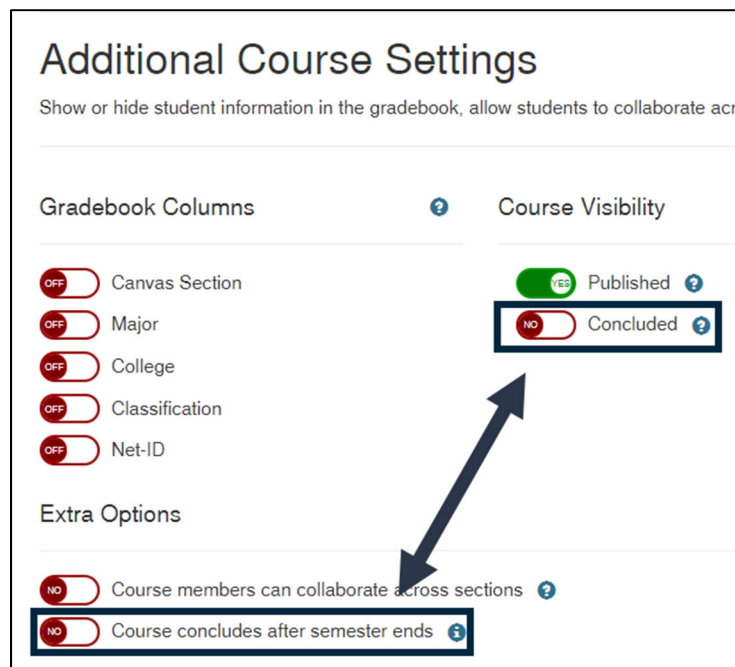


## How to see Student Work in past Canvas Courses

Instructors may wish to review past student work for annual review reports, reference letters, program accreditation, and similar tasks. To view student work, the past course must be “unconcluded”.

### To unconclude a course:

1. Go into the desired old course.
2. Select “ISU Admin Tools” from the Course Menu.
3. Click “Authorize” if prompted to do so.
4. The ISU AdminTools screen opened in a new browser tab. In it, select “View Additional Course Settings”.
5. In the “Course Visibility” section on the right, toggle “Concluded” to the red NO position (just click on the green “Yes” icon to switch it to a red “No” icon).
6. Find the “Extra Options” section at the bottom of the window - you may need to scroll down to see it. Toggle the “Course concludes after semester ends” to the red NO position.



7. Go back to the browser tab that is displaying the Canvas course and refresh/reload the web page. Student information should now reappear in the gradebook.

### Tips & Recommendations:

- To get a **grade report card for a single student**, click on People > click the student’s name > click the “Grades” button. A report card displays that is identical to what the student would see when they went to “My Grades”. In addition to the student’s scores, you can view instructor feedback and the student’s submissions for each assignment.
- **After you have reviewed student work**, return the course to a concluded state by going to ISU AdminTools > View Additional Course Settings > and toggling the two conclude buttons back to YES.