How do I view grades for inactive or concluded student enrollments in the Gradebook?

You can view the grades for inactive and concluded student enrollments in the Gradebook. However, depending on the enrollment type, you may not be able to perform certain actions. Learn more about enrollments types in the Canvas Enrollment Status Comparison resource document.

For concluded student enrollments, all content in the Gradebook is read only and cannot be changed. Grades can also be viewed when viewing concluded enrollments in the People page.

For inactive student enrollments, grades can still be edited. However, inactive students cannot access the course, so they cannot view grades or receive any submission comments or feedback.

Note: Inactive and concluded enrollments also show in downloaded CSV files and SpeedGrader assignment submissions.

Open Grades

Open Grades
In Course Navigation, click the **Grades** link.

Open Student Name Menu

Open Student Name Menu
Hover over the Student Name column header and click the **Options** icon.

Show Inactive Enrollments

Show Inactive Enrollments
To view inactive enrollments, select the **Inactive enrollments** link.

View Inactive Enrollments

View Inactive Enrollments

View the inactive student in the Gradebook. You will be able to edit the grades. However, the student will not able to access the course to view the grades or any submission comments or feedback.

Show Concluded Enrollments

Show Concluded Enrollments
To view concluded enrollments, select the **Concluded enrollments** link.

View Concluded Enrollments

View Concluded Enrollments
View the concluded student in the Gradebook. You will not be able to edit the grades.

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