

WORKING WITH THE GRADE HISTORY

The **Grade History** page acts like a log file that records all of the changes that occur to grades within a course, and displays all the data for grade submissions for the course within a set date range. You can manipulate the view and export the information.

Access the **Grade History** page from the **Reports** drop-down list on the action bar. Select **View Grade History** to display the page. The following columns appear:

Column	Description
Date	The date you graded the item or changed the grade.
Last Edited By	The name of the last user to edit the grade. When clicked, you can view the username and role of the person who edited the grade. If the score appears from an automatically graded test, the name is listed as Automatic .
Value	The value of the grade as viewed in the Grade Center as well as the type of value and entry type, such as attempt grade and override grade. If you associated a rubric with the item, you can view it by clicking View Rubric .
Comments	Any associated Feedback for User or Grading Notes .

The default view includes the two most recent actions on this grade. To view more, click View Complete History.

HOW TO CHANGE THE VIEW OF GRADE HISTORY

The **Grade History** page is filtered to display entries within a date range. You can sort it to display items by column name, score, or date.

1. In the Grade Center, point to **Reports** on the action bar to access the drop-down list.
2. Select **View Grade History**.
3. In the **Show Entries from Past** drop-down list, select from the following data parameters:
 - 1 Day
 - 7 Days
 - 14 Days
 - 30 Days
 - 6 Months
 - All
4. Click **Go**.
5. Click **OK** to return to the main Grade Center page.

To sort items, click a column heading. The column will display in descending alphabetic, score, or date order, depending upon which column you choose.

HOW TO DOWNLOAD THE GRADE HISTORY FILE

The grade history is exported as a delimited file and downloaded to your computer.

1. On the **Grade History** page, click **Download** on the action bar.
2. Select the **Delimiter Type** for the file, either comma or tab.
3. Select **Yes** to **Include Comments** or **No** to exclude them from the download.
4. Click **Submit**.
5. Click **Download** to save the file to your computer.
6. Click **OK** to return to the main Grade Center page.