

Grade History

Every time a grade is changed, whether the score is overridden or new comments are added, an entry is made to the Grade History. The Grade History acts like a log file that keeps track of all the changes made to each grade entry. Grades that have been modified are denoted in the Grade Center by a green triangular icon.



This feature enables the instructor to track grade changes.

View Grade History

1. Go to the Control Panel | under Grade Center | click Full Grade Center.



2. Once in the Grade Center, hover over the Reports icon in the Action Bar of the Grade Center | Click View Grade History from the menu.



Example of Grade History Page:



3. Click Disable Grade History to stop tracking grade changes.



4. Click Download to download your grade history reports.

