



Viewing Grade History

The Grade History feature enables the Instructor to track grade changes. Every time a grade for assessment 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.

Here is an example of the Grade History page:

Grade History

*Grade History is a tool that tracks all changes to grades within the Grade Center. When Grade History is available, it displays a table of data detailing every grade change in the Grade center to date. The Grade History table can be sorted to show items by column name, score, or date by clicking the column header name. The Grade History table can be filtered to display entries within a date range using **Show Entries from Past**, located at the top of the table. [More Help](#)*

Disable Grade History | Clear Grade History | Download

5 Total Entries Show Entries from Past 14 Days ▼ Go

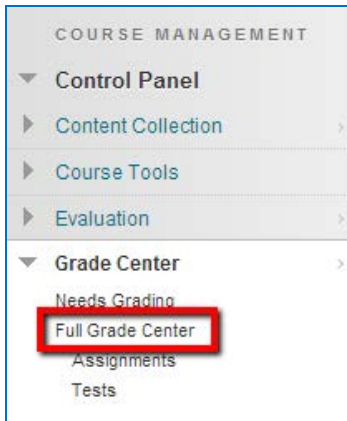
Refresh

Date	Column	Last Edited by	User	Value	Attempt Submitted	Comments
Apr 2, 2014 3:07:08 PM	Photostory Introduction	David Collins	Test Student	Attempt marked as Not Ignored	Aug 1, 2013 2:26:15 PM	
Apr 2, 2014 3:06:35 PM	Photostory Introduction	David Collins	Test Student	Attempt marked as Ignored	Aug 1, 2013 2:26:15 PM	
Apr 2, 2014 3:00:44 PM	Photostory Introduction	David Collins	Test Student	User Exempted		
Apr 2, 2014 10:02:56 AM	Chapter 2 Group Assignment	Test Student	Test Student	Group attempt submitted.	Apr 2, 2014 10:02:55 AM	
Apr 2, 2014 10:00:32 AM	Group Assignment	David Collins	Test Student	Attempt Grade Cleared	Aug 1, 2013 3:12:01 PM	

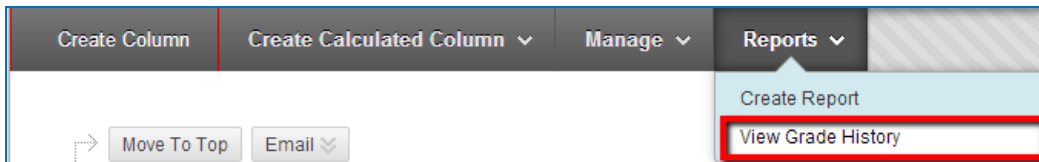
Displaying 1 to 5 of 5 items | Show All | Edit Paging...

← OK

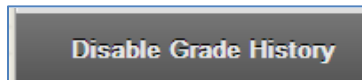
1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



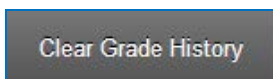
2. Point to the **Reports** button on the action bar, and select **View Grade History** from the menu.



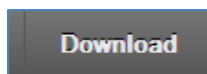
3. Click **Disable Grade History**, if necessary or desired, to stop tracking grade changes. When tracking is disabled, you can also click the **Enable Grade History** button to switch it back on.



4. Click **Clear Grade History** to delete all previous tracking and start over. You will be prompted for confirmation.



5. Click **Download** to download your grade history reports into a .csv or .xls file. Both file formats can be opened in Microsoft Excel; .csv files open easily in text editors such as Notepad. After selecting the file format and determining whether to include grading comments, click **Submit**.



6. Other functions available include filtering to the last 1, 7, 14, 30, or 180 days; refreshing the page in case other grading has occurred since accessing the page; and editing the number of items displayed on the page at a time.

Show Entries from Past: 14 Days ▼ Go

Refresh

7. Click **OK** to return to the Full Grade Center.

Displaying 1 to 5 of 5 items | Show All Edit Paging...

← OK