

This is an example of a completed report for one student. If all students are selected or there are multiple pages you will need to scroll down to see the other student reports

Click the PRINT button to print the report from the webpage

**Print**

**Training Report for**  
Instructors: Larry Lambert, Larry Lambert

**Southwestern College**  
Travel - Sopacific,Asia,Orient( 07FA\_TT\_164\_501 )  
July 22, 2008

Grade Information		
Item	Grade	Median
Total	177.00	57.56
Weighted Total	37.68%	22.13
Who are you? - (5 points)	5.00	5.00
Plagiarism Test	9.00	10.00
Self Interview	15.00	13.00
Client 1	25.00	0.00
Client 2	0.00	0.00
Audio	-	-
Interests Survey	✓	0.00
CHapters 41-43	75.00	75.00
Extra Credit	-	15.00
Term Paper	48.00	22.50
End of class survey	✓	0.00
Paper 4	-	-
Lit 5	0.00	0.00
Assessment training	-	-

Signature: \_\_\_\_\_  
Report Generated: July 22, 2008  
Travel - Sopacific,Asia,Orient( 07FA\_TT\_164\_501 )

Page Break

This line indicates a **page break** will happen here when printing

## Grade History


The **Grade History** page in the Grade Center acts like a log file that records all of the changes that occur to grades within a Course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to manipulate the view and export the information.

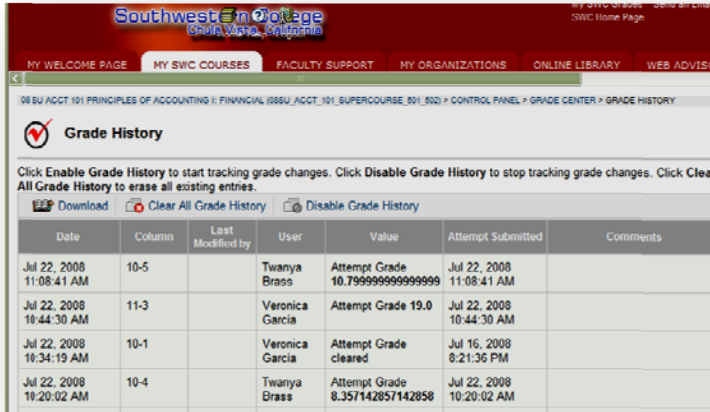
### Altering the View of Grade History

The Grade History page can be filtered to display entries within a date range. It can also be sorted to display items by column name, score, or date.

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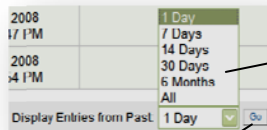
To display items within a date range follow these steps:

1. In the Grade Center, in the Action Bar, click **Grade History**.  Grade History (if you have a large class with a lot of grade activity it could take a while to show the results)



Date	Column	Last Modified by	User	Value	Attempt Submitted	Comments
Jul 22, 2008 11:08:41 AM	10-5		Twanya Brass	Attempt Grade 10.799999999999999	Jul 22, 2008 11:08:41 AM	
Jul 22, 2008 10:44:30 AM	11-3		Veronica Garcia	Attempt Grade 19.0	Jul 22, 2008 10:44:30 AM	
Jul 22, 2008 10:34:19 AM	10-1		Veronica Garcia	Attempt Grade cleared	Jul 16, 2008 8:21:36 PM	
Jul 22, 2008 10:20:02 AM	10-4		Twanya Brass	Attempt Grade 8.357142857142858	Jul 22, 2008 10:20:02 AM	

2. Scroll to the bottom of the Grade History page.
  - Select the data parameter from the drop-down menu **Display Entries from Past**



- Click **Go**.

To sort items to display by order of a column, click on a column heading. The column will display in descending alphabetic, score, or date order, depending upon the column chosen.

### Exporting and Downloading the Grade History File

The Grade History can be exported as a delimited file and downloaded to local machine.

To export the Grade History, follow these steps:

[\(top of document\)](#)