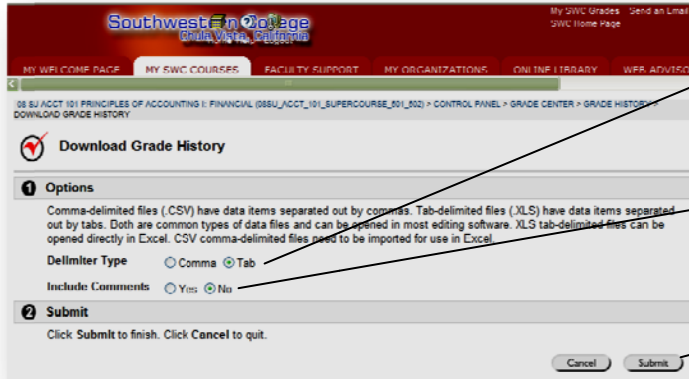


1. Click **Download** from the Grade History page.  Download



1 Select the delimiter (information separator)
Tab delimited is commonly used for Excel files.


Chose to add the comments included in the
grade history. This will add to the download
time.

2 Click **SUBMIT**

5. Click **Download** the save the file to a local machine.



Clearing Grade History

A Grade History can be cleared, flushing all the data, by clicking **Clear All History**.  **Clear All Grade History** **This action is final and cannot be reversed.** To ensure that data is not lost, download the Grade History before clearing it.

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