
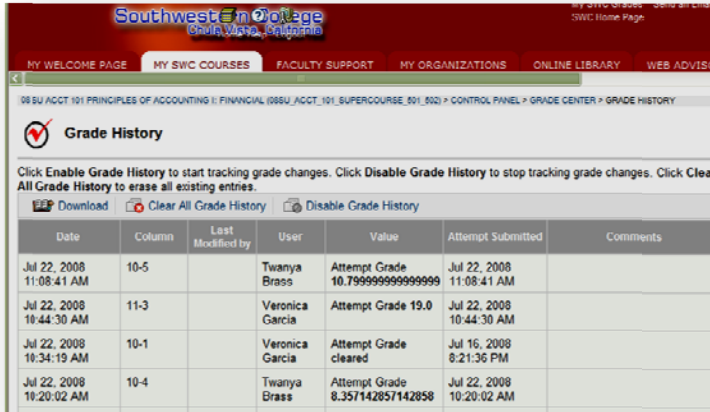


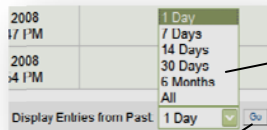
To display items within a date range follow these steps:

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.

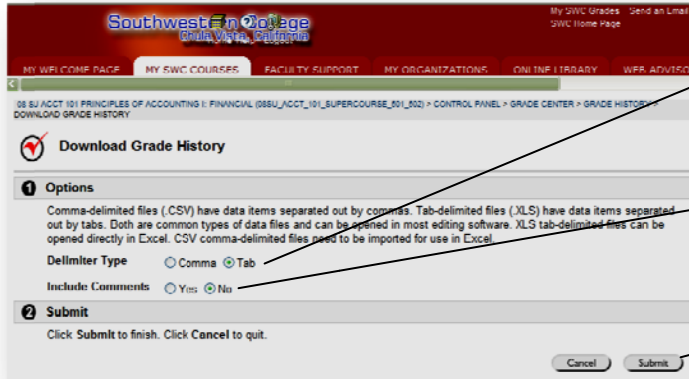
### Exporting and Downloading the Grade History File

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

To export the Grade History, follow these steps:

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

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.

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