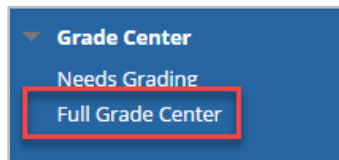


VIEW GRADE CENTER HISTORY

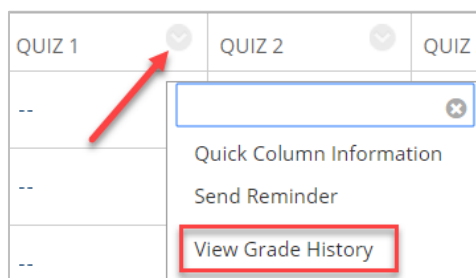
The Grade History page in the Grade Center act like a log file that records all the changes that occur to grades.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. Click on the down arrow of the column in grade center and choose **View Grade History**.



3. You will now be able to view all the grade history for this particular column. There is also an option to download as an Excel document, if desired.

DATE	LAST EDITED BY	USER	VALUE	ATTEMPT SUBMITTED	COMMENTS
Jun 8, 2017 9:45:32 AM	[blurred]	John [blurred]	Attempt Grade 90	Jun 8, 2017 9:43:52 AM	
Jun 8, 2017 9:43:57 AM	[blurred]	Joe Student	Attempt Grade 88	Jun 8, 2017 9:43:57 AM	
Jun 8, 2017 9:43:53 AM	[blurred]	Mary Student	Attempt Grade 90	Jun 8, 2017 9:43:53 AM	
Jun 8, 2017 9:43:52 AM	[blurred]	John [blurred]	Attempt Grade 9	Jun 8, 2017 9:43:52 AM	
Jun 8, 2017 9:05:37 AM	[blurred]	train 19	Attempt Grade Cleared	Nov 28, 2016 4:57:44 PM	

4. At the bottom of the page, click **OK** to go back to the Grade Center.

