



## How do I view the grade history?

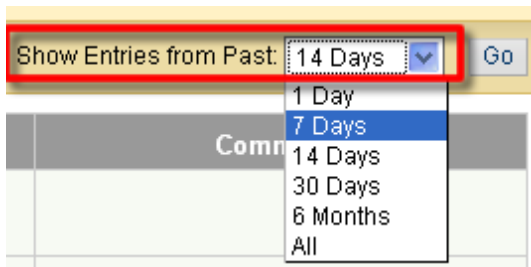
The Grade History page displays all the data for grade submissions within a set date range.

To view grade history,

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Click **Report**, and then select **View Grade History**.



3. A new page appears. Filter the grade history data using **Show Entries from Past** drop-down menu, and then click **Go**.



4. To download the grade history data and save it on your computer, click **Download**.

**Download**

5. Select the **Delimiter Type** for the file.
6. Check **Yes** or **No** to include or exclude comments.
7. Click **Submit**.
8. A new page appears. Click **Download**.
9. Follow the directions on the pop-up window and save the file on your local drive.
10. To clear the grade history data, click **Clear Grade History** button.

**Clear Grade History**

11. The Grade History feature may be disabled so no data is recorded in the **Grade History Report**. To do this, Click **Disable Grade History** button at the top of this page.

**Disable Grade History**

12. After you disable the Grade History feature, a button titled **Enable Grade History** appears at the top of the page, which means you can enable this feature again. Just click the **Enable Grade History** button.

Disable Grade History