

## Grade History

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### Overview

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. The Grade History page displays the following columns:

| Column            | Description  |
|-------------------|--|
| Date              | The date that the Grade Item was graded or had the grade changed.  |
| Column            | The name of the column in the Grade Center that corresponds to the grade change.   |
| Modified By       | The name of the last user to modify the grade. When clicked, the name will display the Username and Role of the person who modified the grade. If the score is entered from an online assessment, the modifier is listed as Automatic. |
| Student           | The name of the Student for whom the grade was changed.  |
| Value             | The value of the Grade as viewed in the Grade Center as well as the type of value and entry type, such as Attempt Grade, Override Grade, and others.   |
| Attempt Submitted | The date an attempt for an assessment was submitted. This date is generated by the Blackboard Learning System.   |
| Comments          | Any comments added to the grade.   |

### 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.

To display items within a date range follow these steps:

1. In the Grade Center, in the Action Bar, click **Grade History**.
2. Scroll to the bottom of the Grade History page.
3. Select the data parameter from the drop-down menu **Display Entries from Past**, including the following:
  - 1 Day
  - 7 Days
  - 14 Days
  - 30 Days
  - Past 6 Months
  - All
4. 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:

1. Click **Export** from the Grade History page.
2. Select the **Delimiter Type** for the file, either Comma or Tab.
3. Select **Yes** to **Include Comments** or **No** to exclude them from the download.
4. 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**. This action is final and cannot be reversed. To ensure that data is not lost, download the Grade History before clearing it.