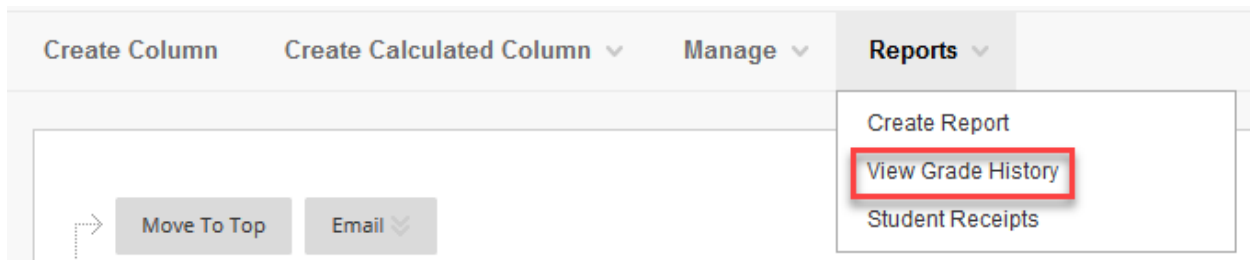


On the Grade History page, instructors can view all grade actions within a course and export the information. Instructors can view all the data for grade submissions for the course within a set date range.

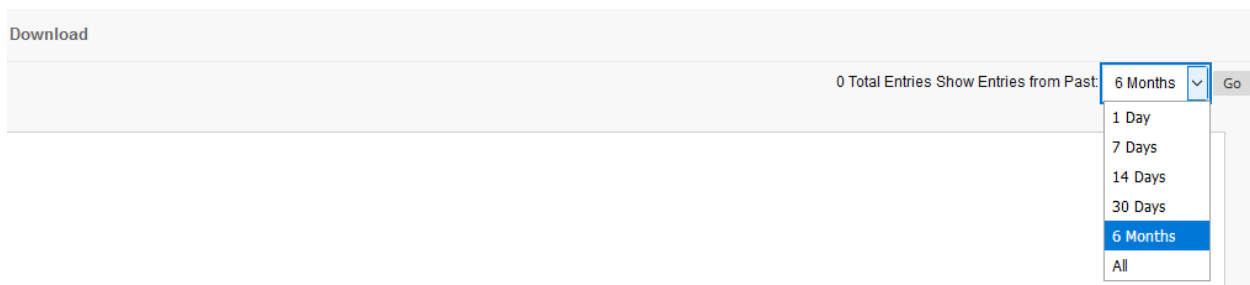
## View Grade History

1. Access the Grade History page from the Reports menu in the Grade Center.



Filter the data on the Grade History page and display entries within a date range.

2. Access the **Show Entries from Past** menu, select a range, and select **Go**.

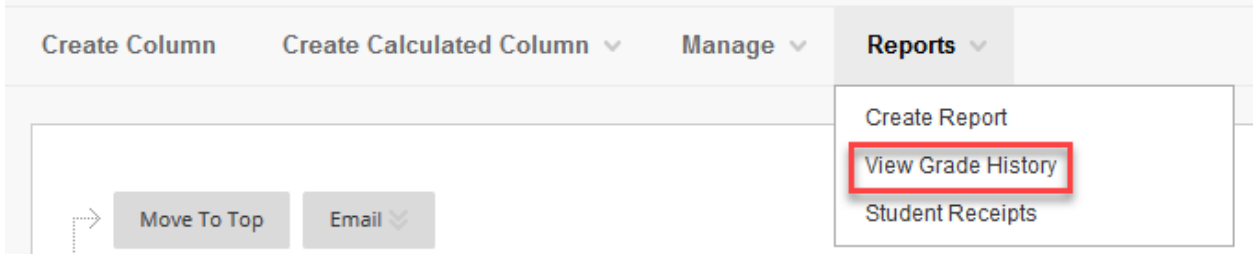


To sort items, select a column heading such as Date or Value.

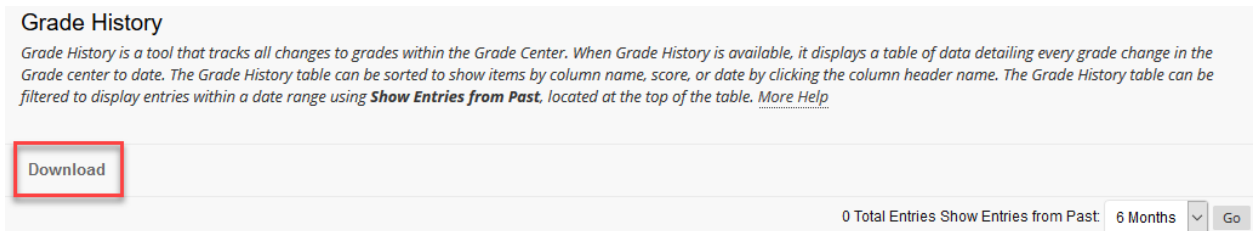
DATE	COLUMN	LAST EDITED BY	USER	VALUE	ATTEMPT SUBMITTED	COMMENTS
Aug 23, 2019 10:07:42 AM	Exam 6 (**Webcam**) - Requires Respondus LockDown Browser			Attempt Grade <b>10.00</b>	Aug 23, 2019 10:07:20 AM	
Aug 20, 2019 2:23:29 PM	Multiple attempts assignment			Attempt submitted (needs grading).	Aug 20, 2019 2:23:29 PM	

## Download Grade History

1. Access the Grade History page from the Reports menu in the Grade Center.



2. On the Grade History page, select **Download** and select the Delimiter Type for the file.



3. Select Yes to Include Comments or No to exclude them from the download.
4. Select Submit.
5. Select Download to save the file to your computer.