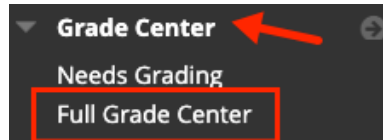


DOWNLOAD GRADE HISTORY

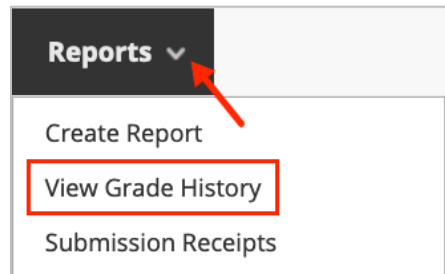
If you wish to keep a backup of your grading history, complete with marks, notes and feedback, you can do so in the Grade Center.

Instructions

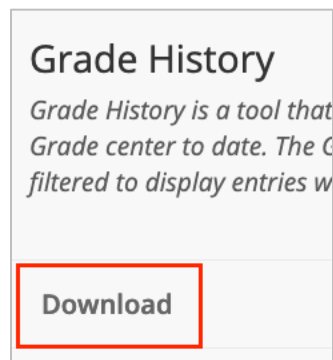
1. In the Course Management area of the course menu, click on **Grade Center**, then **Full Grade Center**.



2. Click on the **Reports** menu and select **View Grade History**.



3. On the Grade History page, click **Download**.



4. On the download Grade History page, select the Delimiter type: **Comma** or **Tab**. Select **Yes** to include comments in the report if desired. Click **Submit**.

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OPTIONS

Comma-delimited files (.csv) are the most common types of data files and can be used in a variety of applications.

Delimiter Type
 Comma Tab

Include Comments
 Yes No

5. Click **Submit**.

6. Click **Download**.

Download Grades

The data has been saved to a file.

7. If you are prompted, click to **Save File**. The downloaded file will be a Microsoft Excel spreadsheet and can be found in the Downloads folder on your computer.