Viewing and Downloading a Grade History

Last updated: 7/12/2012

1. Access the Full Grade Center in the Control Panel under Grade Center

2. Click on Reports in the Action Link and select View Grade History
Viewing and Downloading a Grade History

Last updated: 7/12/2012

3. Click **Download** from the Grade History page

4. Select the Delimiter Type for the file
5. Select **Yes** to Include Comments or **No** to exclude them from the download

6. Click **Submit**
Viewing and Downloading a Grade History

Last updated: 7/12/2012

7. Click Download to save the file to your computer

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.