

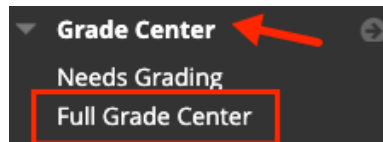
# DOWNLOAD GRADE HISTORY

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.

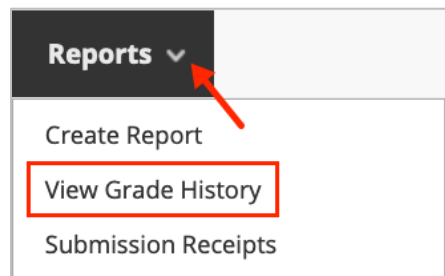
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## Instructions

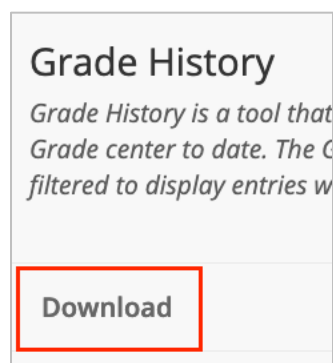
1. In the Course Management area of the course menu, click on **Grade Center**, then **Full Grade Center**.



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.