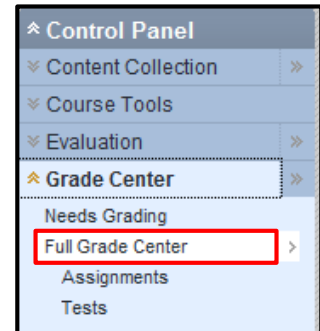




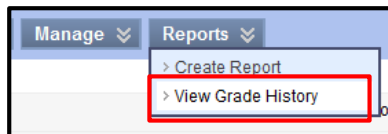
## How to Download My Grade Center History to Retain for Records

❖ Grade History displays a table of data detailing every grade change in the Grade Center to date.

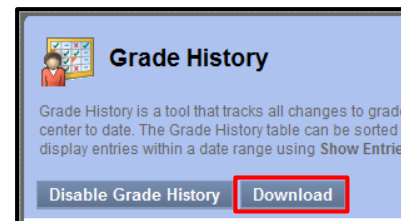
1. Open the course where you would like to download the Grade Center history.
2. In the **Control Panel**, click **Grade Center** and then **Full Grade Center**.



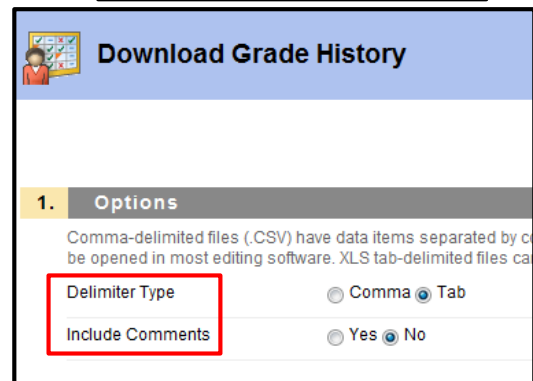
3. Click the **Reports** drop down menu and select **View Grade History**.



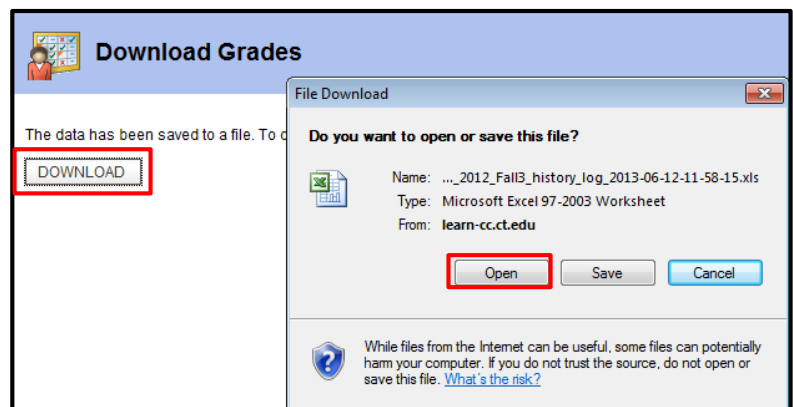
4. To set options for the download, click the **Download** button.



5. In Section #1 **Options**, first set the **delimiter type**. Both options will create a file you can open with MS Excel. You can keep the default of **Tab** to make it simple. Then decide if you want to include **comments** or not.



6. Click **Submit**.
7. Click the **Download** button and then click **Open** to view the file.



8. Save this file to your computer and/or flash drive.



## How to Download My Grade Center History to Retain for Records

9. You might have to do some editing to make the data visible.
  - a. Below you can see that some cells have ##### instead of data. That means that the column is not wide enough. Put your cursor on the line in between the A & B, click and drag the line to the right. When you let go of the mouse, you should see the correct data.
  - b. You might also notice that some columns are cut off. Again, use your cursor to enlarge the column.

The screenshot shows a Microsoft Excel spreadsheet titled "gc\_TRCC\_2012\_Fall3\_history\_log\_2013-06-12-11-57-14[1].xls". The spreadsheet has columns labeled A through N and rows 1 through 8. The 'Date' column (A) contains #####, indicating it is too narrow. A red box highlights the 'Date' header in row 1, and a red arrow points to the vertical line between columns A and B. The data in the other columns is as follows:

1	Date	Column	Last Edited	Last Edited	Last Edited	Last Edited	User	Type	Value	Attempt Score	Event				
2	#####	Chapter 1	Nina Steir	1512846	P	155.43.97.	Nina Steir	Grade	7	#####	Attempt Grade				
3	#####	example	Test Stud	01512846	S	155.43.97.	Test Stud	Grade		#####	Attempt submitted (needs grading).				
4	#####	Final Exam	Nina Steir	1512846	P	155.43.97.	Test Stud	Override	88		Override Grade				
5	#####	Class/Online	Nina Steir	1512846	P	155.43.97.	Test Stud	Override	95		Override Grade				
6	#####	Group Project	Nina Steir	1512846	P	155.43.97.	Test Stud	Override	89		Override Grade				
7	#####	Trial Survey	Nina Steir	1512846	P	155.43.97.	Test Stud	Override	90		Override Grade				
8	#####	Assignment	Nina Steir	1512846	P	155.43.97.	Test Stud	Override	92		Override Grade				