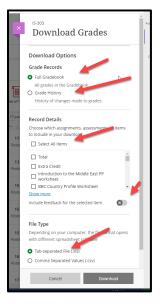


How to Archive the Course Gradebook or Download Grading History

When the need arises to review the grade history for manually added points/grades or multiple student submissions, you will need to determine whether it is the entire gradebook needed or just a few assignments/assessments needed.



Once you are in the gradebook you proceed to the download arrow next to the cog wheel on the right side of the interface. Select the down arrow.



Here you will select either the full gradebook as a complete archive or the grading history of one or more assignments. When downloading the complete gradebook, the file type should be an .xls format if you plan on formatting the data.



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Download Options
Grade Records
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of Choose which assignments, assessments, or items
to include in your download
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Atlas Worksheet
Show more
Include deleted items
Last Modified Date
All Time
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File Type
15 Depending on your computer, the file format opens with different spreadsheet software
Tab-separated File (.xls)
16
17 Cancel Download
Last Medified Date
All Time
6 Months
30 Days
14 Days
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1 Day
Save Location
My Device
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The second option is to select the grade history and locate the assignment/assessment you are searching for. More than one item can be selected within this range of options. You will also need to choose the **Last Modified Date** if you need a certain time frame for the grading data. When downloading the grade history, the file type should be an .xls format if you plan on formatting the data.