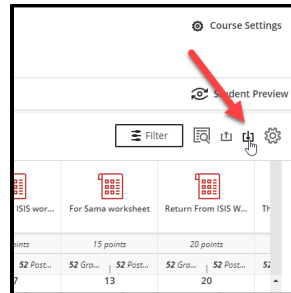


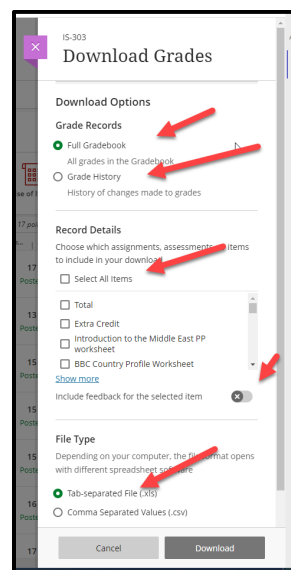


How to Archive the Course Gradebook or Download Grading History

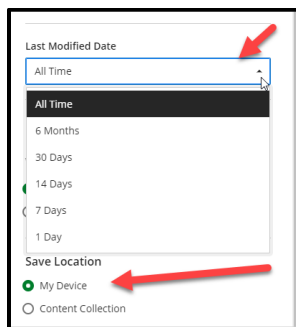
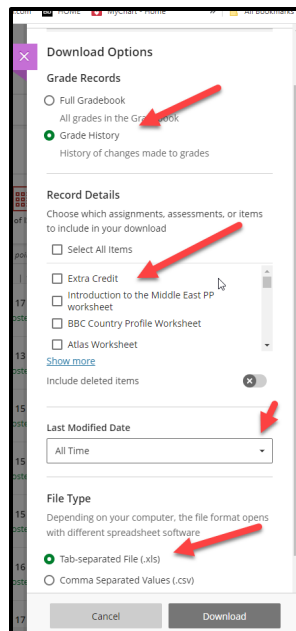
When the need arises to review the grade history for manually added points/grades or multiple student submissions, you will need to determine whether it is the entire gradebook needed or just a few assignments/assessments needed.



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.



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.