Emerging Technologies: Blackboard 9.1

Grade History

The “Grade History” is a feature of the Blackboard Grade Center. With the “Grade History” tool, instructors are able to view a report of the history of changes to an entire grade column.

Accessing a Column’s Grade History:

1. Login to Blackboard 9.1.
2. Open the course in which you wish to work.
3. In the Control Panel, click to expand the Grade Center option, then select Full Grade Center.
4. Find the column for which the “Grade History” is desired.
5. Mouse over the column’s title cell and click the gray circle with a down arrow icon.
6. Choose View Grade History from the revealed menu:

   ![View Grade History menu]

7. Control the time frame for the displayed “Grade History” entries by adjusting the number of days in the dropdown menu in the upper right of the page next to the “Show Entries from Past” option and clicking the Go button:
   
   **NOTE:** The “Grade History” of a column can be downloaded in .CSV or .XLS format.