

# Grade Center (SacCT 9.1)

## Histories

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

## VIEW GRADE HISTORIES

Blackboard keeps a progressive history of every grade and every grade change. The history shows who did the change and when. Therefore, if you have several TA's in your course, you will be able to see who enter what grade and when they entered the grade.

## TWO OPTIONS TO VIEW GRADE HISTORY

### First Option to View Grade History

To access the grade history in SacCT 9.1 go to the *Grade Center*, then click:

*step 1. Full Grade Center*

*step 2. Reports*

*step 3. View Grade History* from the *Reports* list. The *Grade History* window will display three buttons at the top. The default for institutions is to deactivate the first two buttons, which are the *Disable Grade History* and *Clear Grade History*. So you may only have the *Download* button active for downloading the *Grade History* of your course.

### Second Option to View Grade History

The other place to see the *Grade History* of a student is in the column that the grade was entered. Hover your mouse over the grade in a column and two downward arrows will appear.

*step 1.* Click on the two downward facing **arrows**

*step 2.* Click on **View Grade Details**. You will see the student's current grade.

*step 3.* Click on the Tab **Grade History** to see when and who entered the grade for the student.

You may visit a [video tutorial](#) from Blackboard Learn about viewing *History* concerning scoring student entries in the Grade Center and how to download the grading history.