

Grade history report

The grade history report allows you to view a detailed list of all grade actions taken within a course for either a specific learner, grade item, or taken by a particular trainer.

Using the grade history report

The report can be accessed by clicking on *Grades > Grade history* in the **Administration** block on the course page. You can also select **Grade history** from the dropdown menu when viewing any other grade report on a course.

You can then set a number of parameter by which to generate the report, these include:

- **Select users:** If you want to only see information for selected learners
- **Grade item:** Shows only information on a particular grade item
- **Grader:** Displays only grade actions taken by a particular trainer
- **Date from/date to:** To only show data from a particular date range
- **Revised grades only:** Displays only grade which have been changed

To generate a report:

1. Go to *Grades > Grade history* in the **Administration** block.
2. Set your desired parameters.
3. Click **Submit**.

Grade history

Select users

Select users

Selected users

Grade item

All grade items

Grader

All graders

Date from

30 April 2019  Enable

Date to

30 April 2019  Enable

Revised grades only 

Submit

Exporting

Once you have generated a report you can export the results as one of the following formats:

- Comma separated values (.csv)
- Excel spreadsheet (.xls)
- HTML table
- Javascript Object Notation (.json)
- OpenDocument (.ods)

Exporting could be useful if you wish to use or store the data offline as well as for sharing with others.

Filtering results

Each of the columns in the results table can be hidden () and shown () to help you see the information you want.

Clicking on a column title will sort the data by ascending (▲) or descending (▼) order. To remove any sorting and return the table to the default view click **Reset table preferences** located to the top right of the table.

Page: 1 2 (Next) [Reset table preferences](#)

Download table data as

Date and time	First name ▲ / Surname	Email address	Grade item	Original grade	Revised grade	Grader	Source	Overridden	Locked	Excluded from calculations	Feedback text
Tuesday, 30 April 2019, 2:59 PM	Addison Learner	demo2.user@totaralearning.com	Testing workshop (assessment)		20.00	Admin User	mod/workshop	No	No	No	
Tuesday, 30	Demo	demo.account@email.com	Testing workshop		20.00	Admin	mod/workshop	No	No	No	

Administration settings

As a Site Administrator you can customise how long the grade history is kept for by setting the **Grade history lifetime** under *Server > Cleanup* in the **Administration** menu. See the [Server page](#) for more information.

Under *Grades > Report settings > Grade history* in the **Administration** menu you can configure the **History entries per page** setting, which controls how many records are shown on a single page of the report.

Totara Academy



The Totara Academy has a whole course dedicated to using [Grading, completion and certificates](#) in Totara Learn. Here you can learn more on how to use these tools, see best practice, and give it a go yourself.