Manage Grades Event Log

Event logs maintain a record of changes made to a grade book. The logs can be useful when auditing a grade book and discussing grades with users.

- User Grades Event Log records all of the changes made to a particular user's grades.
- Grade Item Event Log records changes to a user's grade on a single grade item.
- Grade Item Event Log records changes to users' grades on a single grade item.
- Final Grade Event Log records changes to users' final grades.
- Manage Grades Event Log records changes made to the properties or restrictions of a specific grade item.

Access the event log for a user

1. In the Enter Grades area, click the name of the student on the User List.
2. Select Event Log from the drop-down menu at the top of the page by the student's name.

Access the event log for a user's grade on a grade item

1. From the Enter Grades area, click the drop-down menu beside a specific grade item.
2. Select Grade All from the drop-down menu.
3. Click the Event Log icon, in the Event Log column on the right, to access an individual user's grade.

Access the event log for users' grades on a grade item

1. From the Enter Grades area, click the drop-down menu beside a specific grade item.
2. Select Grade All from the drop-down menu.
3. Select Event Log from the drop-down menu at the top of the page by the grade item's name.

Access the event log for users' final grades

1. From the Enter Grades area, click the drop-down menu beside the Final Grade item.
2. Select Grade All from the drop-down menu.
3. Select Event Log from the Grade Item's drop-down menu, at the top of the page, by the grade item's name.

Access the event log for changes to a grade items properties or restrictions

1. In the Enter Grades area, click on the drop-down menu beside a specific grade item.
2. Select Event Log from the drop-down menu.