**Manage Grades Event Log**

Event logs maintain a record of changes made to your grade book. They can be useful when auditing a grade book, managing teaching assistants 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 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.

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**Access the event log for a user**

1. Click the **name of the user** on the User List.

2. Select **Event Log** on the action bar.

**Access the event log for users’ grades on a grade item**

1. From the User List page, click the **Enter Grades** icon for a grade item.

2. Select **Event Log** on the action menu.
Access the event log for users’ final grades

1. From the User List page, click the **Enter Grades** icon for the Final Grade item.

2. Select **Event Log** on the action menu.

Access the event log for changes to a grade item’s properties or restrictions

1. In the Manage Grades area, click the **name of a grade item** from the Grades List.

2. Click **Event Log** in the top tool menu.