

## How to download information from the Blackboard Grade Center

Instructors can download the grade information in the Blackboard Grade Center in a tab-delimited format. Once downloaded, this file can be viewed in a spreadsheet application like Microsoft Excel.

1. Click on the **[Grade Center]** link on the **[Control Panel]** of a course (Assessment section).
2. The Blackboard Grade Center will be displayed. On the top menu, hover the mouse over the **[Manage]** link and then click on the **[Download]** link.
3. Under **[Data]** section, select the **[Full Grade Center]** option, under the **[Options]** section, select **[Tab]** as the delimiter type and the **[Yes]** to include hidden information as shown below and click on the **[Submit]** button at the bottom of the page.

4. On the next page, click on the **[Download]** button. A dialog box with the request to save the file will be presented. Save the file to a location where it can be easily retrieved. This saved file can be viewed in Microsoft Excel. Please remember to store this file in a safe place.