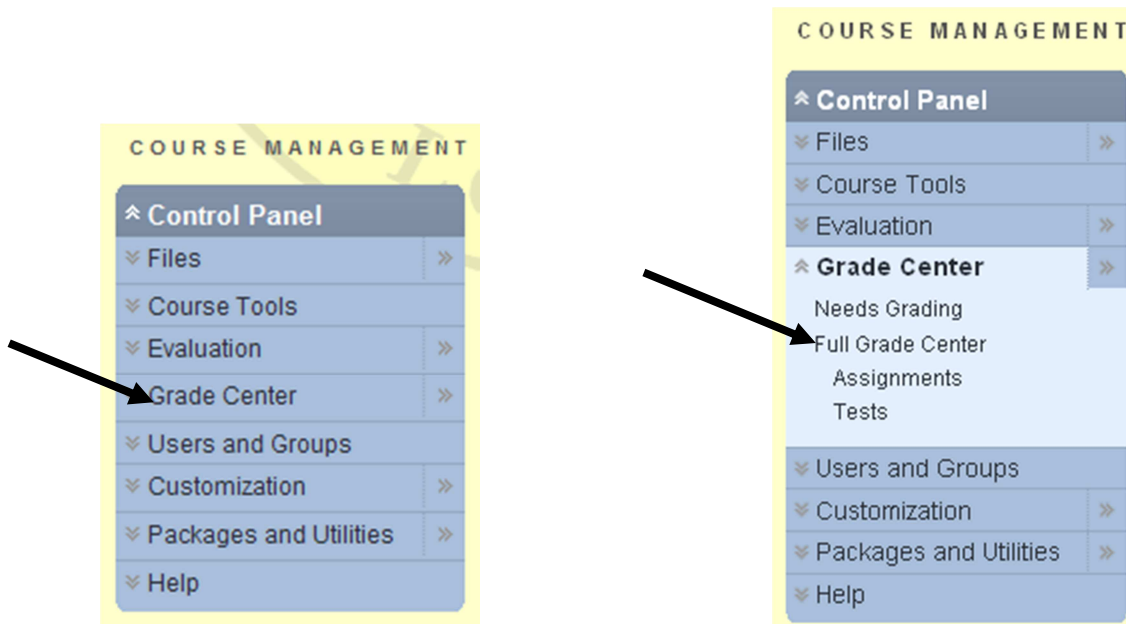


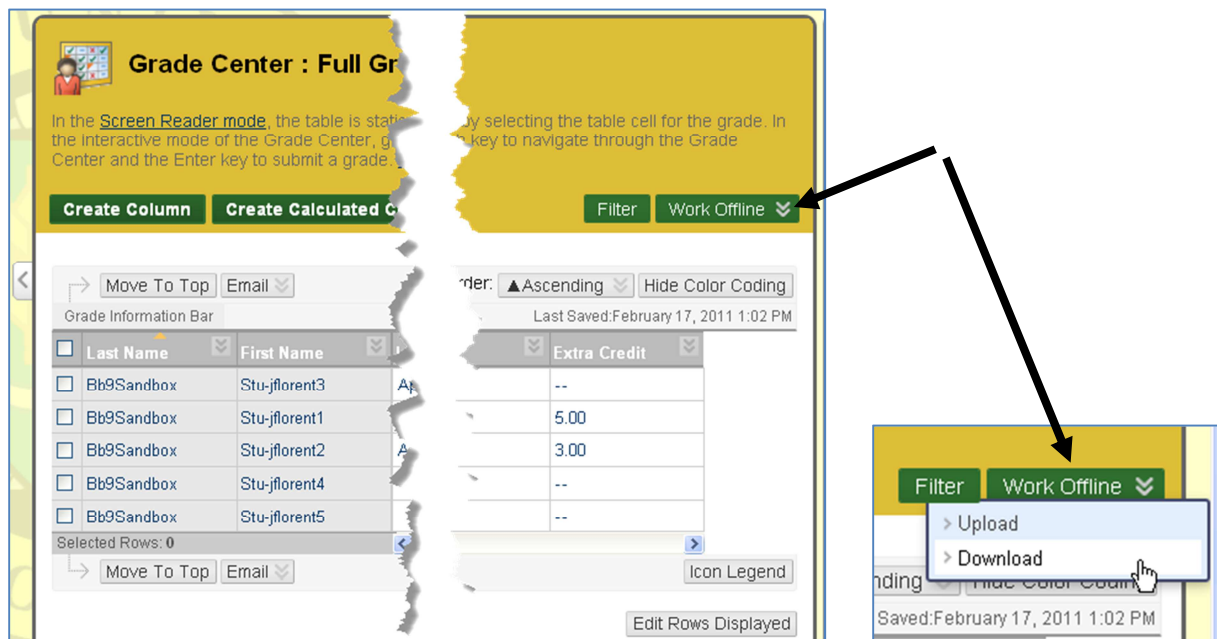
## Download Grades from Grade Center

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

1. Go to the Control Panel and click on **Grade Center** to expand it, and then click on **Full Grade Center**.



2. Move your mouse over the arrow to the right of **Work Offline** and click on **Download**.



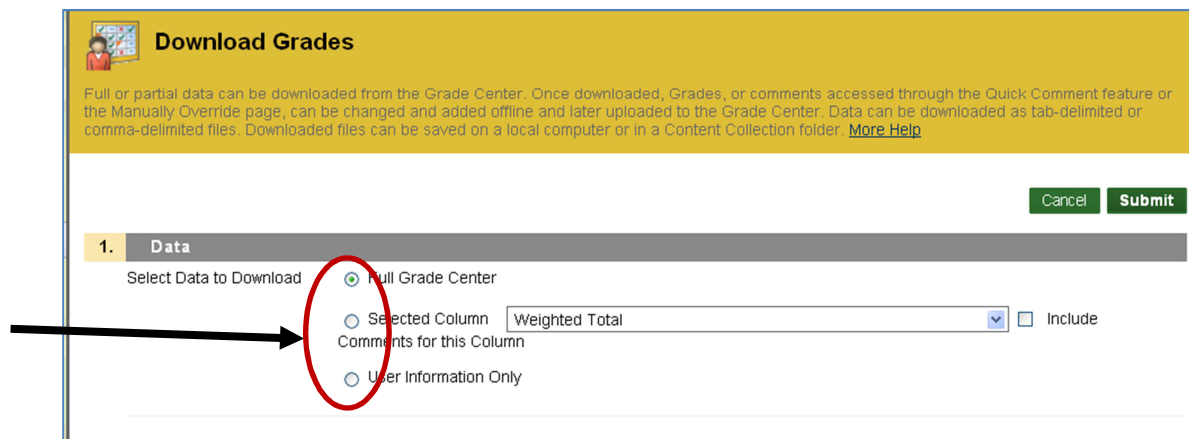
3. You should see the Download Grades page. Select the data to download by choosing appropriate option:

**Full Grade Center:** Contains all columns and associated data

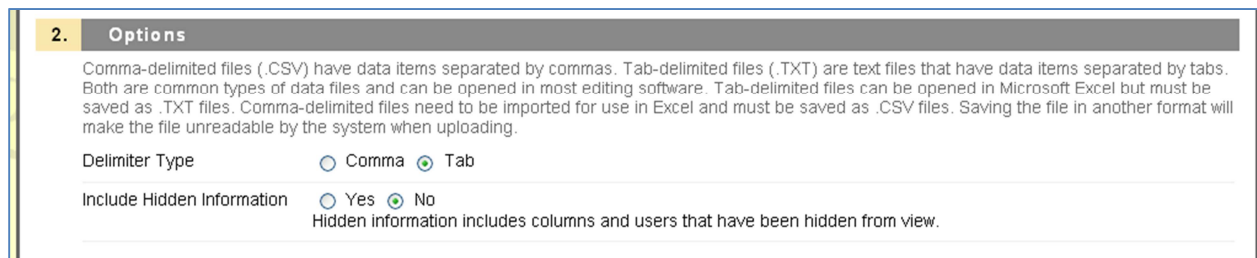
**Selected Column:** Using the drop-down menu, select a Grade Center column.

Check the box to include comments for the column if desired.

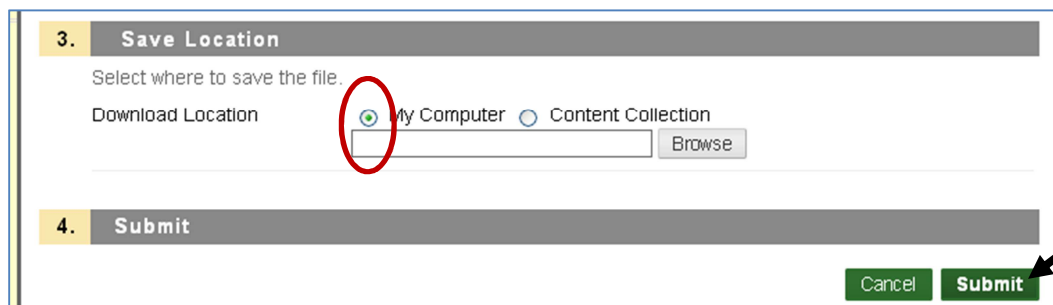
**User Information Only:** Columns containing student data (e.g. first/last name, username, etc.)



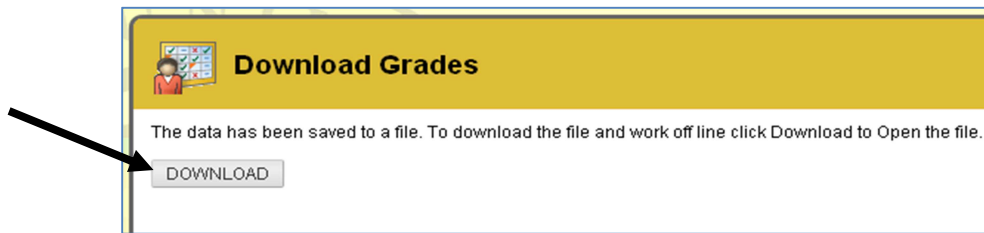
4. Select the file delimiter type. **Tab** delimited files can be opened in Microsoft Excel. Select whether you want to include hidden information in the download file. **Hidden information** will include columns and students that were hidden from Grade Center view in the download file.



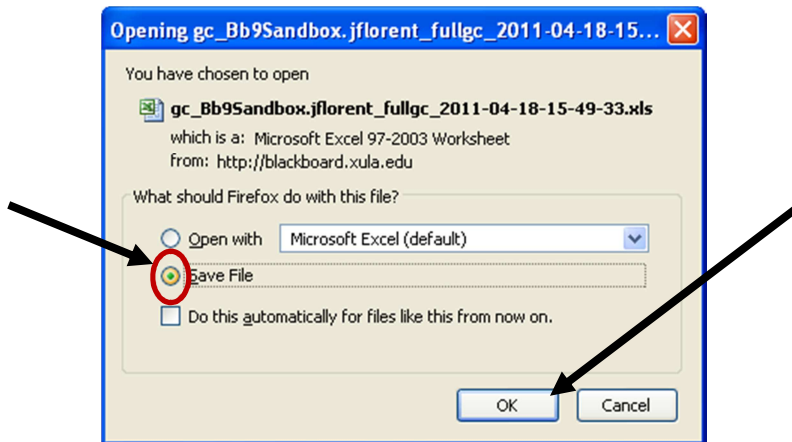
5. Choose **My Computer** as the location where you would like to download the file. Click on the **Submit** button.



6. You will get a message that the data has been saved to a file. Click on **DOWNLOAD**.



7. Select **Save File** and then click on **OK**.



**NOTE:** Depending on the web browser you are using, you may have to navigate to the folder on your computer where you want to save the file. Otherwise, the file will be saved in your default download folder.

8. Click **OK**.

