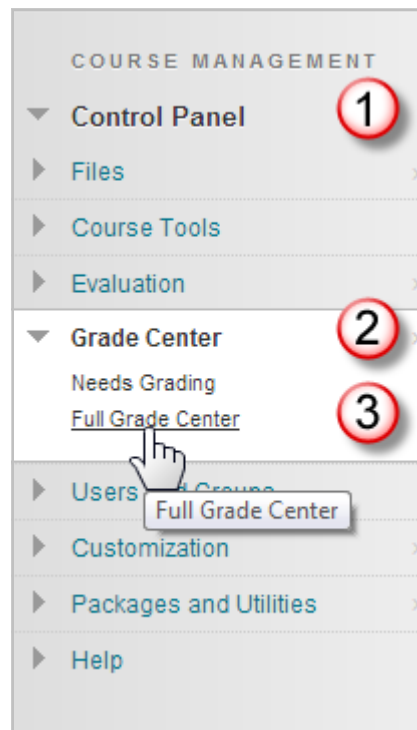


Download the Grade Center

This tutorial will show you how to download a copy of the Grade Center to an Excel file which you can save to your hard drive. This should be done at the end of every semester to preserve student work in your courses. Even though courses remain on Blackboard for a couple of years or more, not all student enrollments stay active in Blackboard that long. Saving the Grade Center at the end of each semester ensures that you are retaining important information about your students if that information is needed in the future.

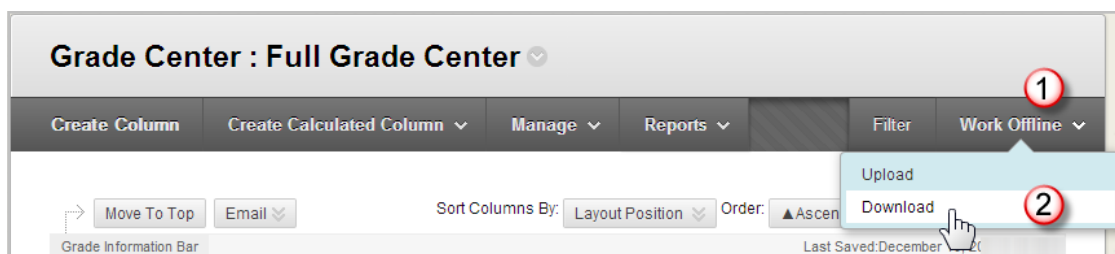
Control Panel > Grade Center > Full Grade Center

1. Look at the **Control Panel** on the left side of the course
2. Click **Grade Center**
3. Click **Full Grade Center**



Work Offline > Download

1. Hover the mouse cursor over **Work Offline** on the menu bar
2. Click **Download**



Change Hidden Information to Yes

1. Leave **Full Grade Center** selected in section 1
2. Change Include Hidden Information to **Yes** in section 2 (leave Delimiter Type as Tab)
3. Click **Submit**

Download Grades

Cancel Submit

1. Data

1 Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

2. Options

Delimiter Type Comma Tab

2 Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

3. Submit


Cancel **3** Submit

Click Download

Click the **Download** button to download the file to your hard drive.

Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.

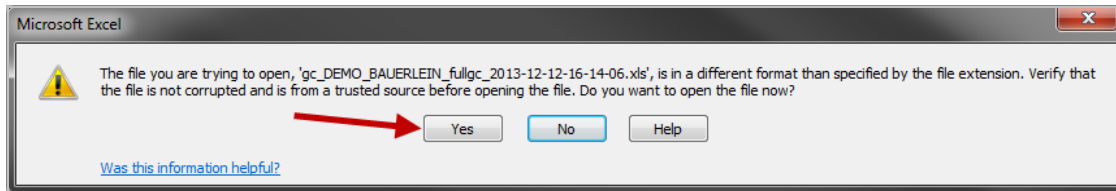
DOWNLOAD 

Save the file your hard drive

Depending on what browser settings you're using, the file will be either saved to your Downloads folder or the Excel file will open.

Find the file and open it in Excel if it isn't already open

You will probably see this dialogue window when you open the file in Excel. Click **Yes** to open the file.

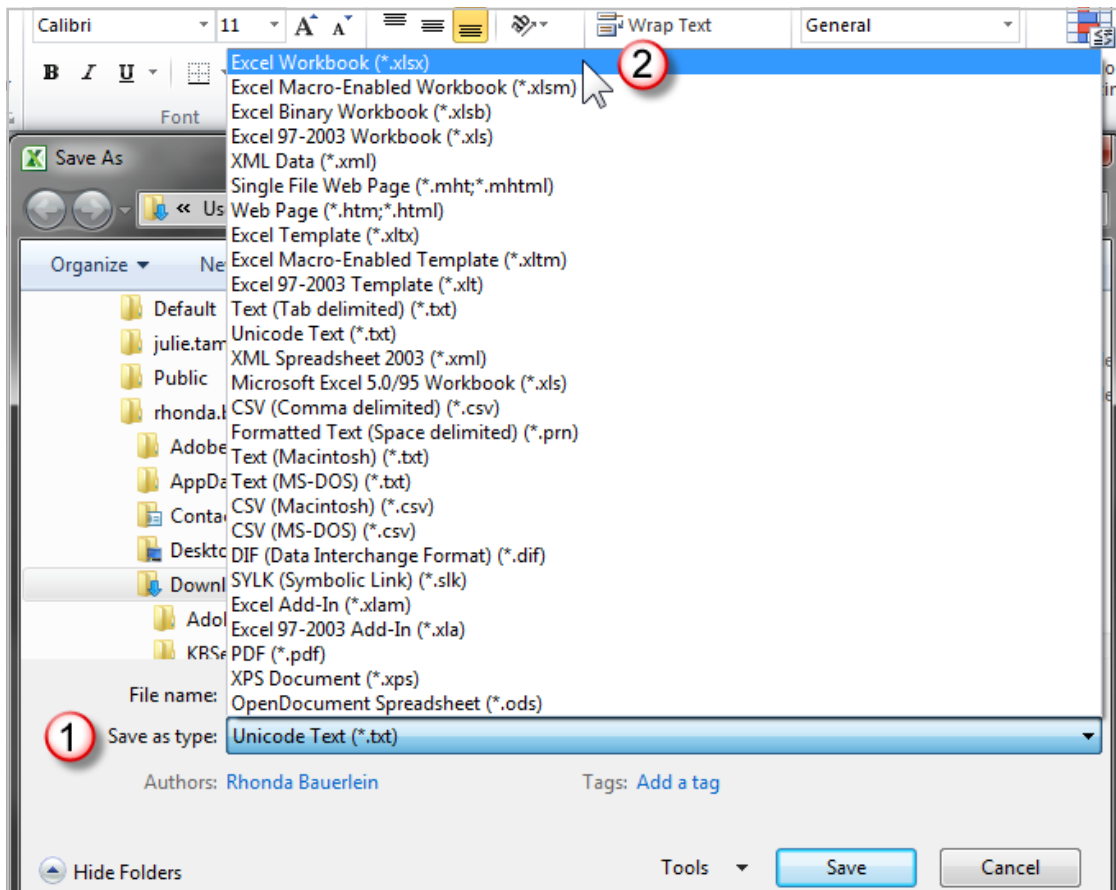


Save the file in Excel format

Save the file in an Excel format so you won't see that dialogue window when you open the file again.

Go to **File > Save As >** on the Excel menu

1. Click **Save as type:**
2. Click **Excel Workbook (*.xlsx)**



Name and save the file

1. Navigate to the location on your hard drive where you want to save the file. It's a good idea to have one folder where you keep all your grade files.
2. Name the file, preferably with the Course ID, so it's easy to identify in the future
3. Click **Save**

