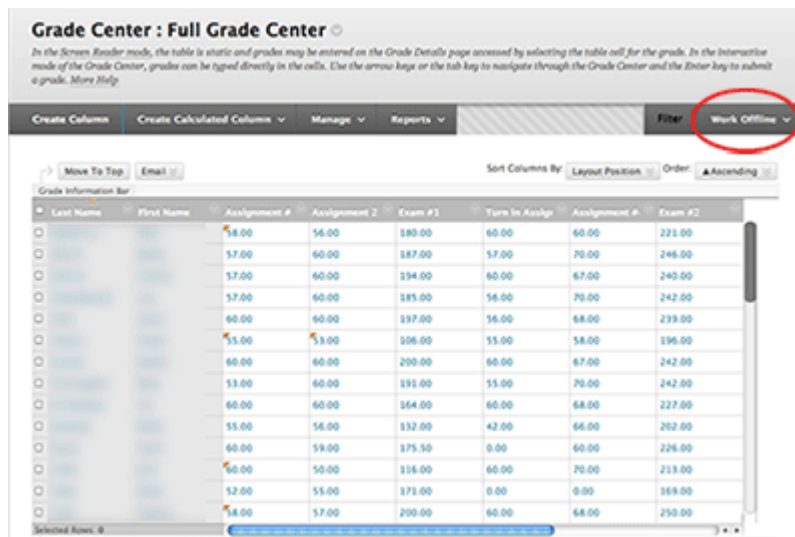


# How to Download Grade Center as Excel File

1. Go to the Grade Center
2. Click the "Work Offline" button at the top right of the page and choose "Download" (see images, below)



**Grade Center : Full Grade Center**

In the Screen Reader mode, the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the Interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Assignment #	Assignment 2	Exam #1	Turn In Assign	Assignment #	Exam #2
		58.00	56.00	180.00	60.00	60.00	221.00
		57.00	60.00	187.00	57.00	70.00	246.00
		57.00	60.00	194.00	60.00	67.00	240.00
		57.00	60.00	185.00	56.00	70.00	242.00
		60.00	60.00	197.00	56.00	68.00	239.00
		53.00	53.00	106.00	55.00	58.00	196.00
		60.00	60.00	200.00	60.00	67.00	242.00
		53.00	60.00	191.00	55.00	70.00	242.00
		60.00	60.00	164.00	60.00	68.00	227.00
		55.00	56.00	132.00	42.00	66.00	202.00
		60.00	59.00	175.50	0.00	60.00	226.00
		60.00	50.00	156.00	60.00	70.00	213.00
		52.00	55.00	171.00	0.00	0.00	169.00
		58.00	57.00	200.00	60.00	68.00	250.00

3. On the "Download Grades" Screen, select the following options as in the image, below:

- Select Data to Download: **Full Grade Center**
- Delimiter type: choose **Tab**
- Include Hidden Information: **Yes**
- Click **Submit**

## Download Grades

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

**DOWNLOAD**

1. Data

Select Data to Download

Full Grade Center

Selected Column   Include Comments for this Column

User Information Only

2. Options

Choose either the tab delimited (XLS) or comma delimited (CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for import to third-party applications that do not support Excel.

Delimiter Type  Comma  Tab

Include Hidden Information  Yes  No

Hidden information includes columns and users that have been hidden from view.

4. After submitting, click "Download" (see below) to save the file to your computer as a backup of your grade center. The file can be uploaded back to Blackboard, if needed, or it can be opened in Microsoft Excel.