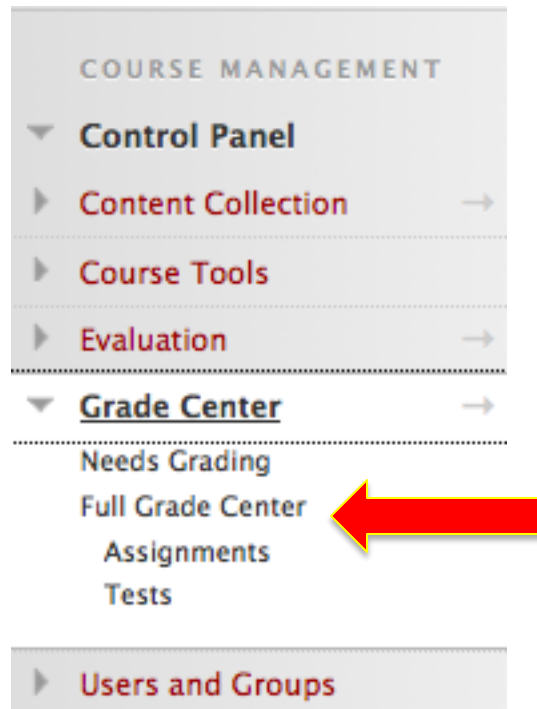


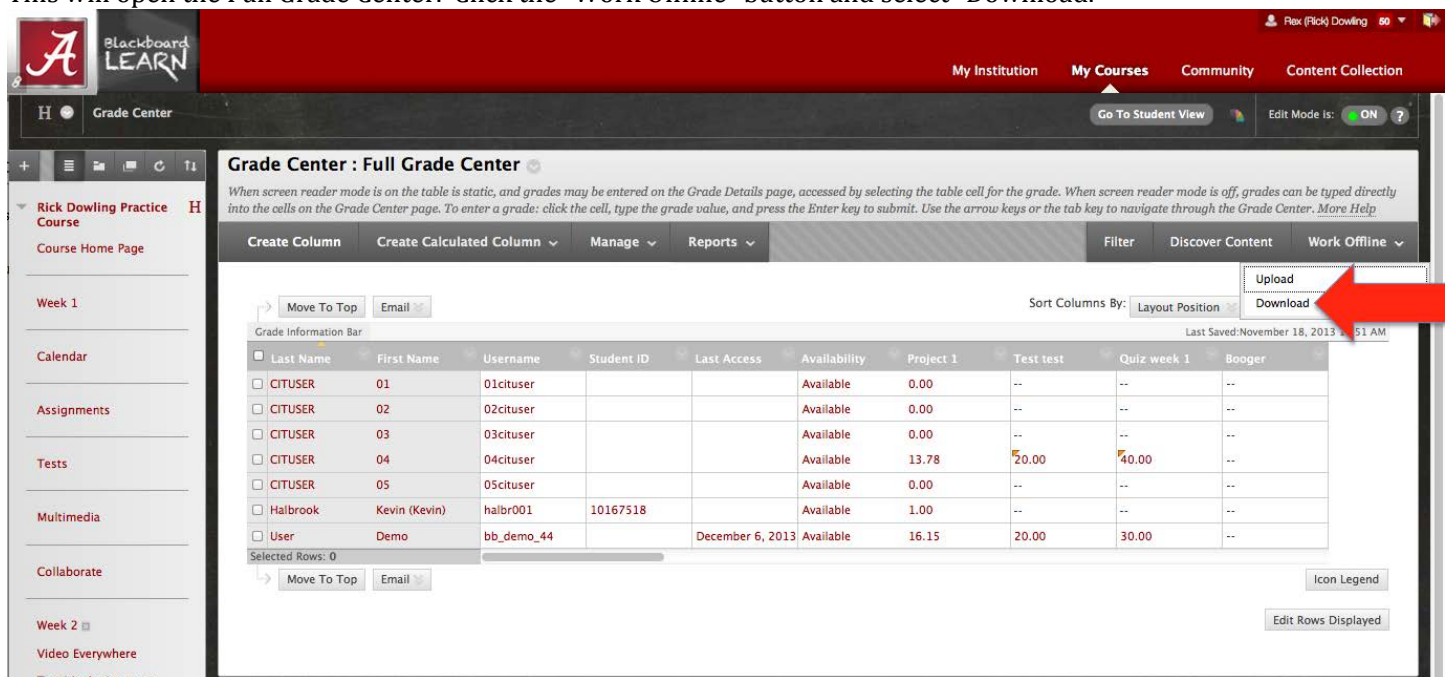
How to Download a Copy of the Grade Center from Blackboard

It is a good idea to save a copy of your Grade Center from Blackboard. Use the following steps to download the Grade Center as an Excel document.

In your Blackboard course, click the Grade Center link under the “Course Management” menu, then click “Full Grade Center.”



This will open the Full Grade Center. Click the “Work Offline” button and select “Download.”



This will open the “Download Grades” dialog box.

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

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 importing 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.

3. Save Location

Select where to save the file.

Download Location My Computer Content Collection

Browse

4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

The default setting is to download the Full Grade Center to the local computer as a Tab delimited file for Excel. Click Submit to save the Grade Center to a file. This will open the “Download Grades” display. Click the “Download” button to download the file to your computer.

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

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

Last updated 18 June 2015