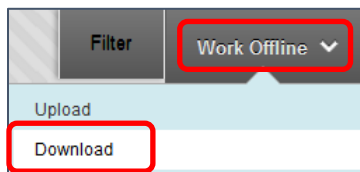
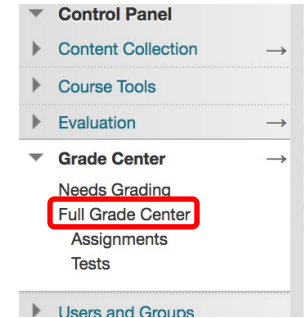


Download the Blackboard Grade Center

You can download the scores from your Blackboard Grade Center into a spreadsheet format which you can then work with offline or save as a copy for your records.

1. Open your Blackboard course and go to the **Control Panel**.
2. Click **Grade Center** and then select **Full Grade Center**.
3. On the *Full Grade Center* page, click **Work Offline** and select **Download**.



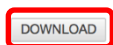
4. Select the **Data** to Download (*Full Grade Center, Selected Columns, or User Information*) and the **File Delimiter** type (*Comma or Tab*), then click **Submit**.

Note: To download the entire Grade Center, maintain the default options.

5. On the *Download Grades* page, click the **Download** button to save 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.



1. Data

Select Data to Download Full Grade Center
 Selected Column Weighted Total Include Comments
 User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly

Delimiter Type Comma Tab
 Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from

3. Save Location

Select where to save the file.

Download Location My Computer Content Collection

6. Locate the downloaded file and open it to begin working offline.

Note: If you see a security warning asking if you want to open the file, click Yes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	First Name	Last Name	Username	Last Acces	Weighted	Total	[Tot: Assigmen	Assigmen	Quiz 1	[To: In-class pri	Midterm e	Group Proj	Final paper	Participation	[Total Pts: 100]		1158138
2	Sample1	Student1	student1	44:03.0	80.75%	675	95	85	75	90	70	85	80	95			
3	Sample2	Student2	student2	43:27.0	85.10%	705	90	95	85	92	80	85	83	95			
4	Sample3	Student3	student3	47:35.0	87.00%	702	85	90	90	90	82	85	90	90			