

Download Grade Center Data to Excel

Overview

This tutorial will show you how to **Download Grade Center Data to Excel**. When using the Grade Center, you should periodically download Grade Center Data to keep a backup copy for yourself. The process can be done at any time, but it is particularly important to make a backup of Grade Center Data at the end of the semester. Once downloaded, grades can be changed offline. You can then [Upload Excel Data to Grade Center](#) to update the Grade Center and the My Grades tool, which is useful during Blackboard outages or times of limited internet access.

Quick Steps

Control Panel > Full Grade Center > Work Offline > Download > Set Options > Save

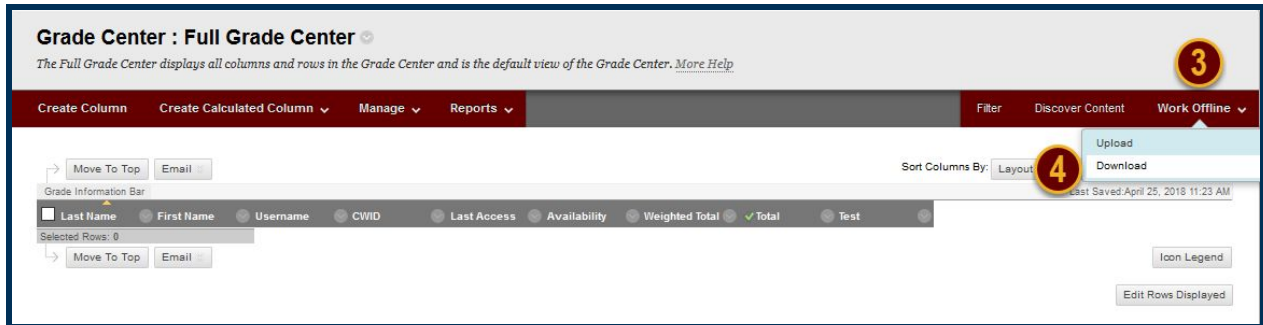
Step 1

The first step is to open the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the “Full Grade Center” option [2].



Step 2

Hover over the *Work Offline* tab [3] on the Action Bar, and select “Download” [4].



Step 3

On the Download Grades page, select the data you want to download from the Data section.

For help choosing a Data option, consult the following table:

Option	Description
Full Grade Center	Contains all columns and associated data. Comments will not be included, and you cannot add them offline.
Selected Column	From the drop-down list, select one column and its data. If you want to download comments from the Quick Comment feature or Manual Override page, then click the checkbox next to “Include Comments for this Column.” You can edit included comment text offline.
User Information Only	Columns containing student data, e.g. username, are included.

Step 4

From the Options section, set the *Delimiter Type* to “Tab” [5] and choose to *Include Hidden Information*, if you wish [6]. Hidden Information includes columns and students who have been hidden from view in the Grade Center. Finally, select “My Computer” as your *Download Location* [7] and click the *Submit* button [8].

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column Include Comments for this Column

User Information Only

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.

SAVE LOCATION

Select where to save the file.

Download Location

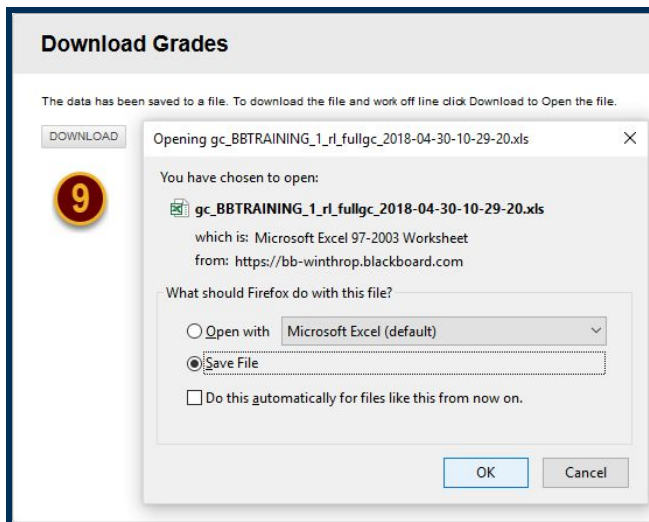
My Computer

Content Collection

Click **Submit** to proceed. Click **Cancel** to go back.

Step 5

On the Download Grades page, click the *Download* button and a dialog box will appear prompting you to “Open” or “Save” the file [9].



Note

If you plan to later [Upload Excel Data to Grade Center](#), **do not change the file name** while saving the data, and **do not change the column heading text** within the Excel file.