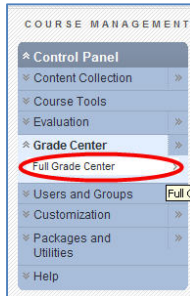


Blackboard 9 Training – University of St. Thomas

Download Grade Center Spreadsheet

In Blackboard, the Grade Center for each course can be downloaded, edited in a spreadsheet program, and uploaded with the new information.

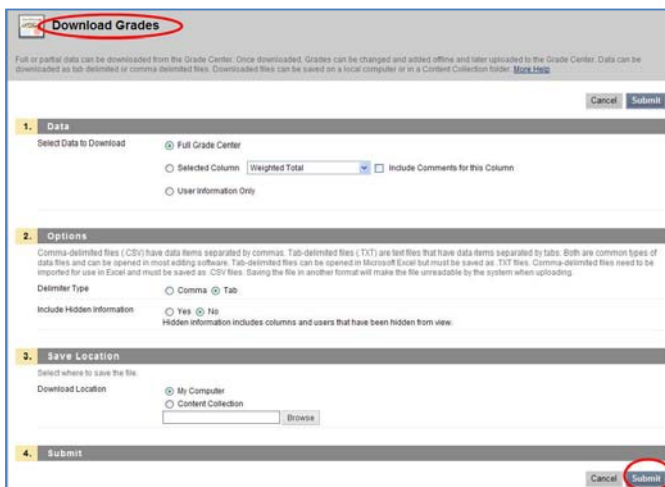
1. In the **Control Panel** area, click on Grade Center and the Full Grade Center.



2. On the View Spreadsheet page, click on the **Offline** button on the far right and then click **Download**.



3. On the Download Grades page, click **Submit** to download the full Grade Center spreadsheet as a tab-delimited file.



4. Click the Download button. When the Save As dialogue box opens, name the file, and click the Save button to finish downloading your grade center.