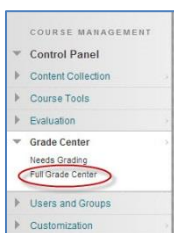


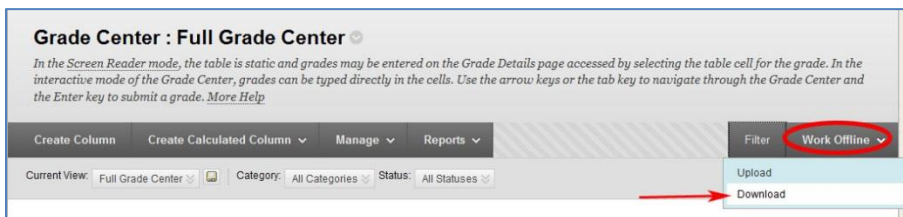
Download Grade Center Spreadsheet

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

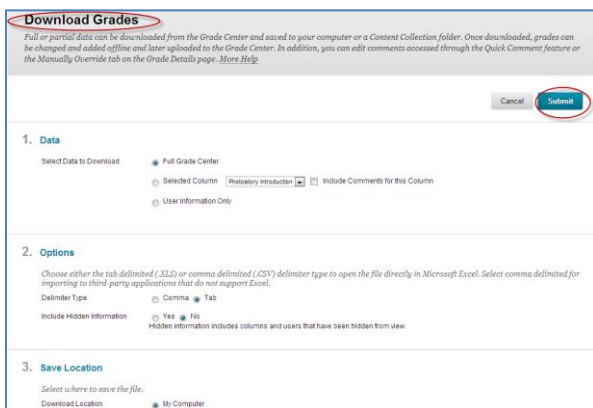
1. In the Control Panel area, click on Grade Center and the Full Grade Center.



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.