

Downloading a Grade Center Spreadsheet

In Blackboard, the Grade Center data for each course can be downloaded to your computer's file system, edited in a spreadsheet program, and uploaded to Blackboard with the new information.

Windows Users: The process works best if you save the file in the Excel-friendly .csv (comma-separated values) format, and then use Internet Explorer to upload the file to Blackboard.

Also, as a best practice, do not change the text of column headers in the file when editing in Microsoft Excel. That makes it more difficult for Blackboard and the Instructor to determine which columns in the Excel file correspond to which in the Blackboard Grade Center.

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. On the Full Grade Center page, point to the **Work Offline** button on the far right, and select **Download**.



3. On the Download Grades page, select the Grade Center data you wish to download (Full Grade Center, Selected Column, or User Information Only) and the preferred file format (tab-delimited .xls or comma-delimited .csv). Both formats can be opened using Microsoft Excel or a similar spreadsheet application.

The screenshot shows a form titled "DATA" with a sub-header "Options". Below the sub-header, there is a note: "Items with Anonymous Grading enabled will not be included in the download." The "Select Data to Download" section has three radio buttons: "Full Grade Center" (selected), "Selected Column" (with a dropdown menu showing "Weighted Total"), and "User Information Only". There is also a checkbox for "Include Comments for this Column". The "Delimitter Type" section has two radio buttons: "Comma" and "Tab" (selected). The "Include Hidden Information" section has two radio buttons: "Yes" and "No" (selected). A note below this section states: "Hidden information includes columns and users that have been hidden from view."

4. Click **Submit** to proceed to the second Download Grades page.

The screenshot shows two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red border.

5. Click the **DOWNLOAD** button. Depending on the browser you are using, the file may be added directly to your Downloads folder, or a Save As dialogue box will open. If using Internet Explorer, name the file, choose an appropriate folder in which to store it, and click the **Save** button to finish downloading your Grade Center data.

The screenshot shows a page titled "Download Grades". Below the title, there is a message: "The data has been saved to a file. To download the file and work off line click Download to Open the file." Below the message, there is a button labeled "DOWNLOAD" which is highlighted with a red border.

6. Click **OK** to return to the Full Grade Center page.

The screenshot shows a button labeled "← OK" with a left-pointing arrow.