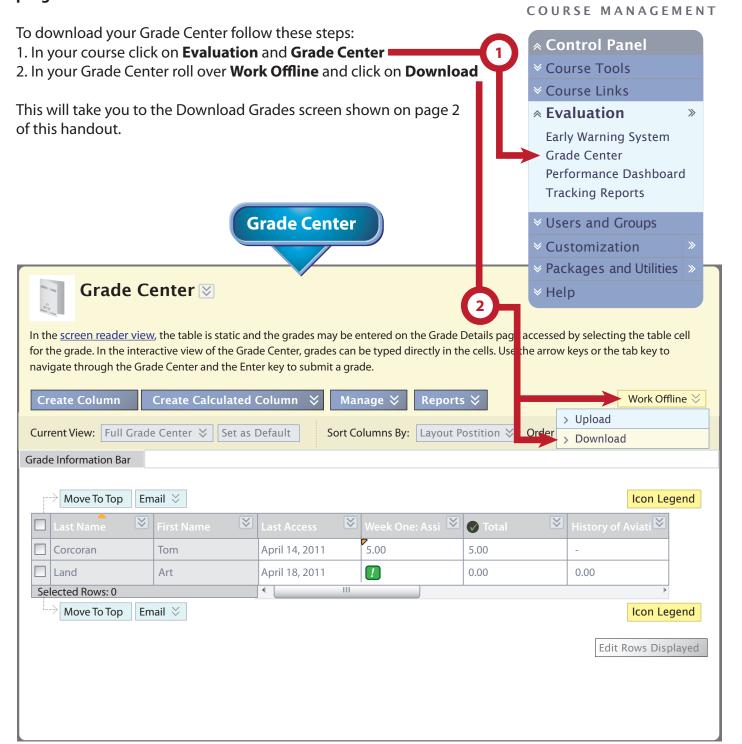# DOWNLOADING A GRADE CENTER IN A BLACKBOARD COURSE

Bb [1]

In Blackboard you can download the Grade Center into a spreadsheet program such as Microsoft Excel.

To download your Grade Center follow these steps:
1. In your course click on **Evaluation** and **Grade Center**
2. In your Grade Center roll over **Work Offline** and click on **Download**

This will take you to the Download Grades screen shown on page 2 of this handout.

COURSE MANAGEMENT

⤬ Control Panel
⤬ Course Tools
⤬ Course Links
⤬ **Evaluation** »
   Early Warning System
   Grade Center
   Performance Dashboard
   Tracking Reports
⤬ Users and Groups
⤬ Customization »
⤬ Packages and Utilities »
⤬ Help

Grade Center

Grade Center ⤬

In the screen reader view, the table is static and the grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

| Create Column | Create Calculated Column ⤬ | Manage ⤬ | Reports ⤬ | Work Offline ⤬ |

> Upload
> Download

Current View: Full Grade Center ⤬ | Set as Default | Sort Columns By: Layout Postition ⤬ | Order

Grade Information Bar

Move To Top | Email ⤬ | Icon Legend

☐	Last Name ⤬	First Name ⤬	Last Access ⤬	Week One: Assi ⤬	✔ Total ⤬	History of Aviati ⤬
☐	Corcoran	Tom	April 14, 2011	5.00	5.00	-
☐	Land	Art	April 18, 2011	[!]	0.00	0.00

Selected Rows: 0

Move To Top | Email ⤬ | Icon Legend

Edit Rows Displayed

When downloading a Grade Center in Blackboard be careful not to change anything about the organization of columns or particularly Blackboard sensitive data such as student name, last access, ID number, etc. if you plan to re-upload this file back into Blackboard.

DOWNLOADING A GRADE CENTER IN A BLACKBOARD COURSE

The Download Grades screen will allow you to:
- select the data to download (Full Grade Center, Selected Column or User Information Only),
- choose the Delimiter Type (comma-delimited .csv or tab-delimited .xls file),
- choose to include hidden information or not.

3. Choose the options that apply,

4. Once you've chosen these options click **Submit**.

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Download Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab delimited or comma delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder. More Help

Submit

1. Data

Select Data to Download
- ● Full Grade Center
- ○ Selected Column | Weighted Total ▾ | ☐
  Include Comments for this Column
- ○ User Information Only

2. Options

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.XLS) have data items separated by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Microsoft Excel.

Delimiter Type   ○ Comma ● Tab

Include Hidden Information   ○ Yes ● No
Hidden information includes columns and users that have been hidden from view.

3. Submit

Cancel   Submit

After clicking Submit you will be prompted to download the file.

5. Click **DOWNLOAD** and save this file to your computer to open it in Microsoft Excel.

Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file or right click and select Save As to save the file locally.

DOWNLOAD

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OK