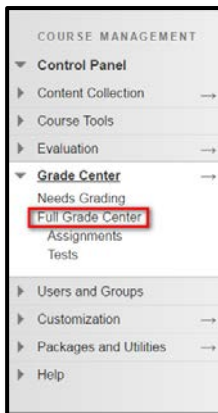


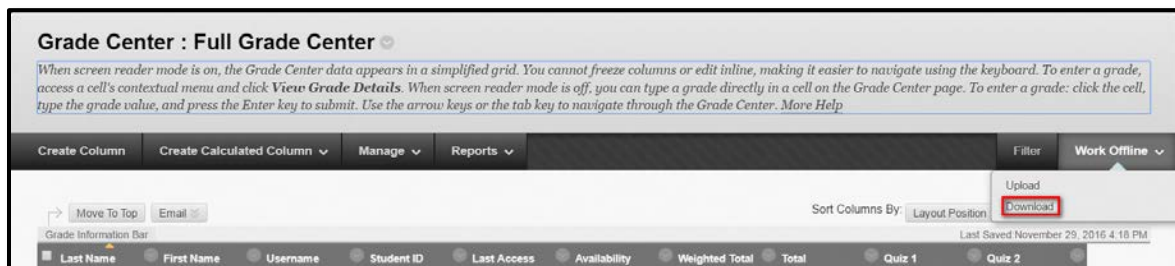
How to Download and Save the Blackboard Grade Center

Instructors that would like to download and save a Blackboard Course's Grade Center at the end of the semester can do so through the following steps:

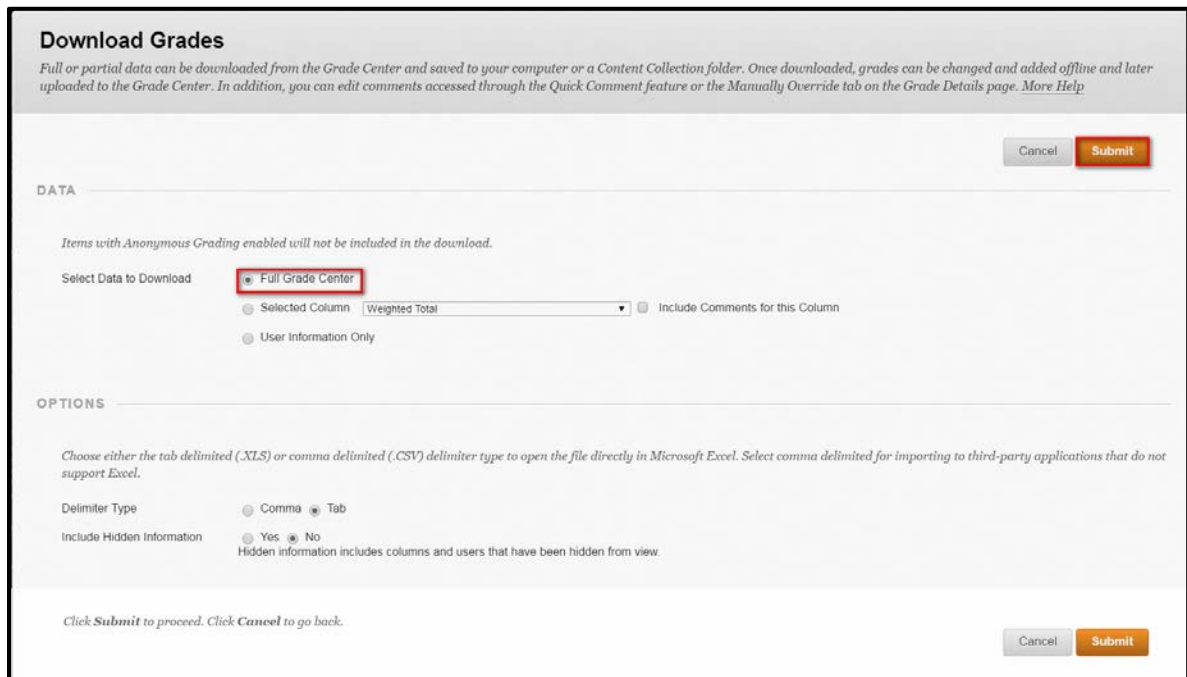
1. Within a Blackboard course, navigate to the Control Panel (left hand navigation) and select **Grade Center** and then **Full Grade Center**



2. From the Grade Center, locate the **Work Offline** option on the right side of the screen then select **Download** from the drop down menu.



- From the Download Grades window, select the **Full Grade Center** option in the **Data** area then **Submit**



Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

DATA

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

Select Data to Download: **Full Grade Center**

Selected Column: Weighted Total 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.

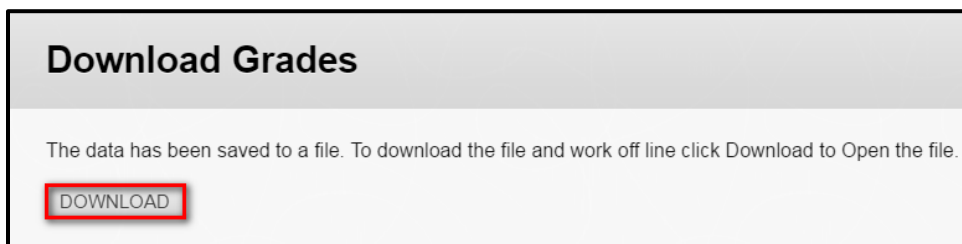
Delimiter Type: Comma Tab

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

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

Cancel Submit

- From the Download Grades window, select the option to **Download**.



Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD

- Upon Download, check your browser download area to open the file to save.

If you have any questions on downloading and saving the Blackboard Grade Center, please contact our Blackboard Support Team, give us a call at x1960 or toll-free 1(866)744-8900 – option #3 or email: support.citde@tarleton.edu