

How to download grades from the grade center into Excel?

1. Click on “Grade Center” in the blue **Course Management Area** on the bottom left of your Blackboard course screen to expand the options there
2. Select “Full Grade Center”
3. From the action bar of the Grade Center, point to **Work Offline** and select **Download** located on the far right of the action bar.



4. Select the data to download:

Option	Description
Full Grade Center	Contains all columns and associated data. Comments will not be included and cannot be added offline.
Selected Column	Using the drop-down list, select one column and its data. Select the check box to “ Include Comments for this Column ”
User Information	Columns containing student data such as User Name are included

5. Select the file delimiter, “Comma” or “Tab”
6. Select whether to “Include Hidden Information” in the downloaded data. Hidden information includes columns and students that have been hidden from the view in the downloaded file.
7. Select “My Computer” for the download location
8. Click “Submit”
9. On the next Download Grades page, click “DOWNLOAD”
10. Save the file. Do not change the file name while saving, as the Grade Center needs the information it contains to deliver it to the appropriate column when uploading the spreadsheet back into the course.