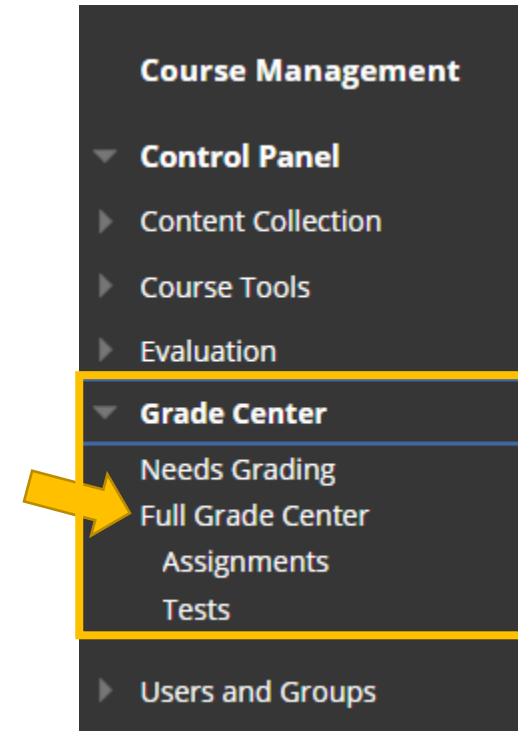


DOWNLOAD THE GRADE CENTER

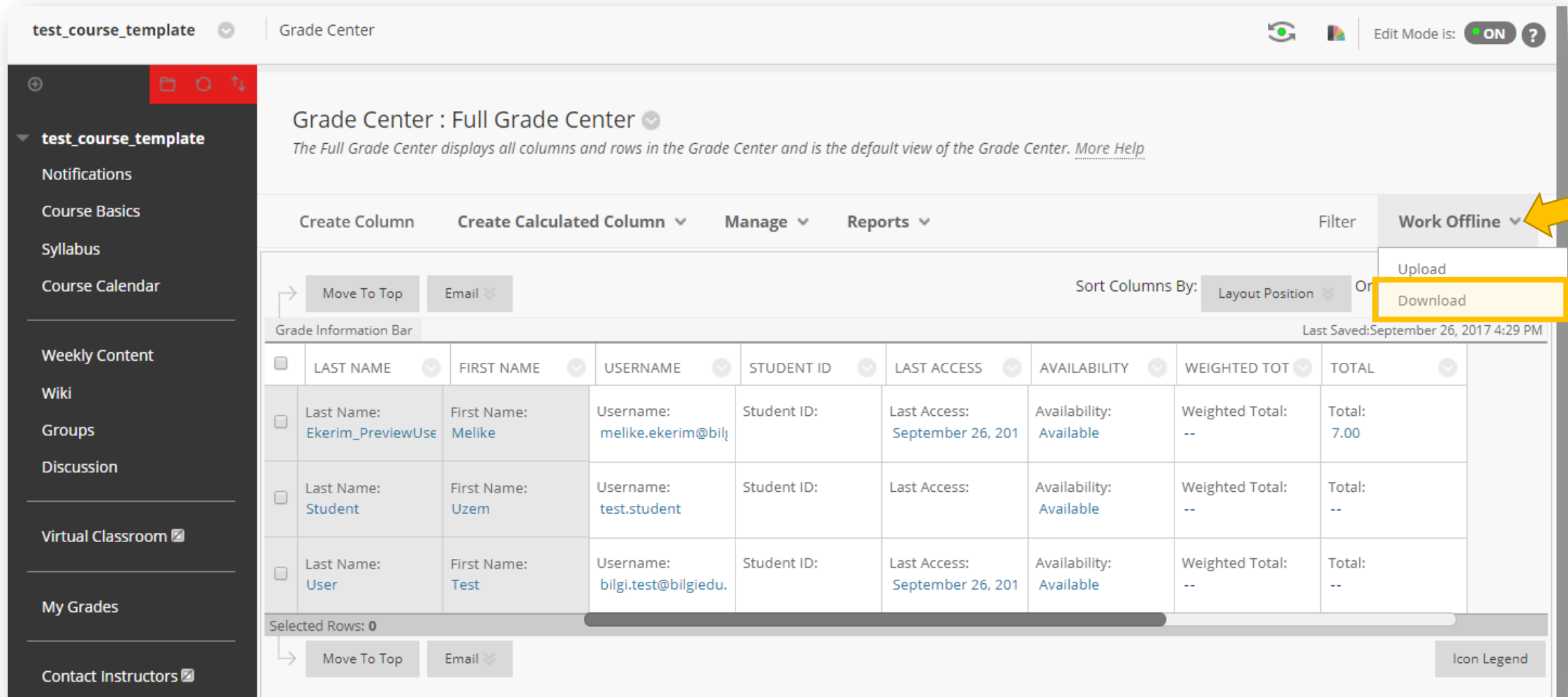
- 1- In the Control Panel area, click on **Grade Center**.
- 2- In the expanded menu, click on **Full Grade Center**.



DOWNLOAD THE GRADE CENTER

3- On the **Full Grade Center** page, click on the **Work Offline** button at the top right corner.

4- Click on **Download** button.



The screenshot shows the Blackboard Grade Center interface. The top navigation bar includes 'test_course_template', 'Grade Center', and 'Edit Mode is: ON'. The main header reads 'Grade Center : Full Grade Center' with a subtitle: 'The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)'. Below the header are buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. A yellow arrow points to the 'Work Offline' button, which has a dropdown menu open showing 'Upload' and 'Download' options. The 'Download' option is highlighted with a yellow box. Below this is a 'Grade Information Bar' with 'Move To Top', 'Email', and 'Sort Columns By: Layout Position' options. The main table has columns: LAST NAME, FIRST NAME, USERNAME, STUDENT ID, LAST ACCESS, AVAILABILITY, WEIGHTED TOT, and TOTAL. It contains three rows of student data. At the bottom, there is a 'Selected Rows: 0' indicator and another 'Move To Top', 'Email' button set, along with an 'Icon Legend' button.

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOT	TOTAL
<input type="checkbox"/>	Last Name: Ekerim_PreviewUse	First Name: Melike	Username: melike.ekerim@bilg	Student ID:	Last Access: September 26, 201	Availability: Available	Weighted Total: --	Total: 7.00
<input type="checkbox"/>	Last Name: Student	First Name: Uzem	Username: test.student	Student ID:	Last Access:	Availability: Available	Weighted Total: --	Total: --
<input type="checkbox"/>	Last Name: User	First Name: Test	Username: bilgi.test@bilgiedu.	Student ID:	Last Access: September 26, 201	Availability: Available	Weighted Total: --	Total: --

DOWNLOAD THE GRADE CENTER

5- On the Download Grades page, click on **Submit** button to download the full Grade Center.

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](#)

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.

FILE LOCATION

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

Cancel Submit