

Downloading Your Grade Center



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Topic Overview

This document outlines how to download your Grade Center from Blackboard.

Steps

1. Login to Blackboard.
2. Enter your course.
3. Click on the **Grade Center** menu button located in the Control Panel.
4. Click on the **Full Grade Center** link, which is a sub menu under the Grade Center menu button.
5. In the Grade Center, click **Work Offline**, which is located on the right.
6. From the Work Offline drop-down menu, click **Download**
7. On the Download Grades page, select:

- a. Data - Full Grade Center

1. **Data**

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

- b. Options - Tab as delimiter

2. **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

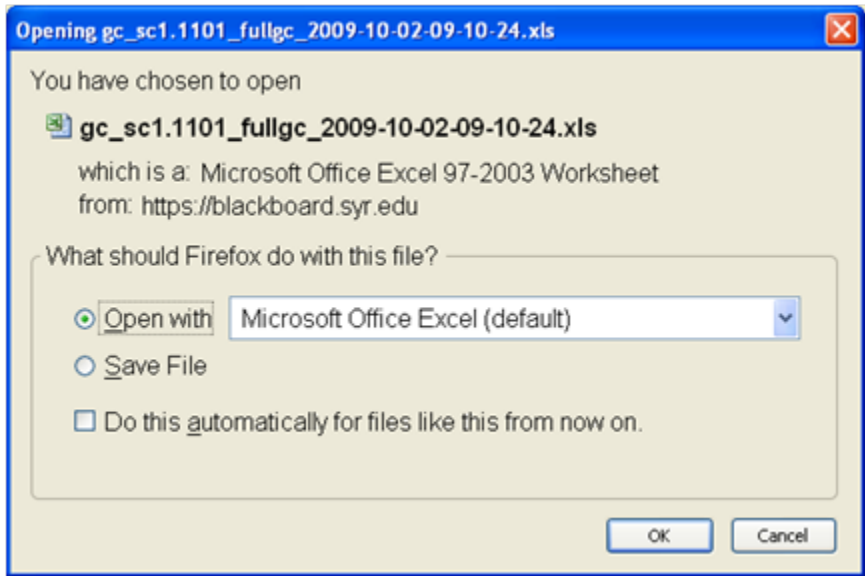
Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

- c. Save Location - Select My Computer
 - d. Submit
8. Change the file name if desired.
 - a. When using Mac Safari, by default the file name is "gc_courseid_fullgc_date.xls".
 - b. When using Windows IE 9, by default the file name is "gc_courseid_fullgc_date.xls".

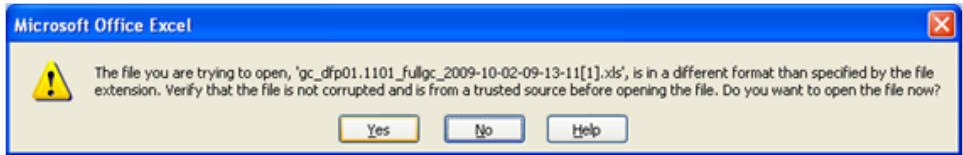


If using Internet Explorer 9 with Windows, continue with the following steps below:

9. Choose to **Open** the file



10. Click **Yes** on the next screen



11. After modifying your Excel spreadsheet, save your file.

Sources and Relevant Links

[Video on Downloading the Grade Center](#)

For information related to submitting your grades to the [Registrar's Office](#), go the Registrar's Site to learn about policies and final grade preparations.