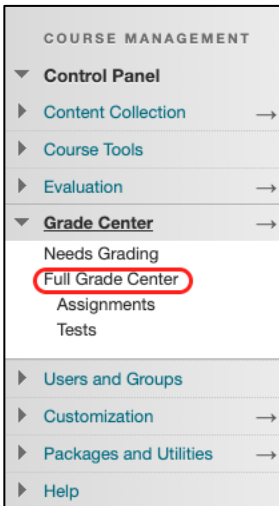


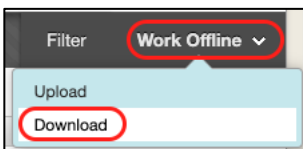
## Download Grade Center from Blackboard

To download your Grade Center from Blackboard, follow these steps:

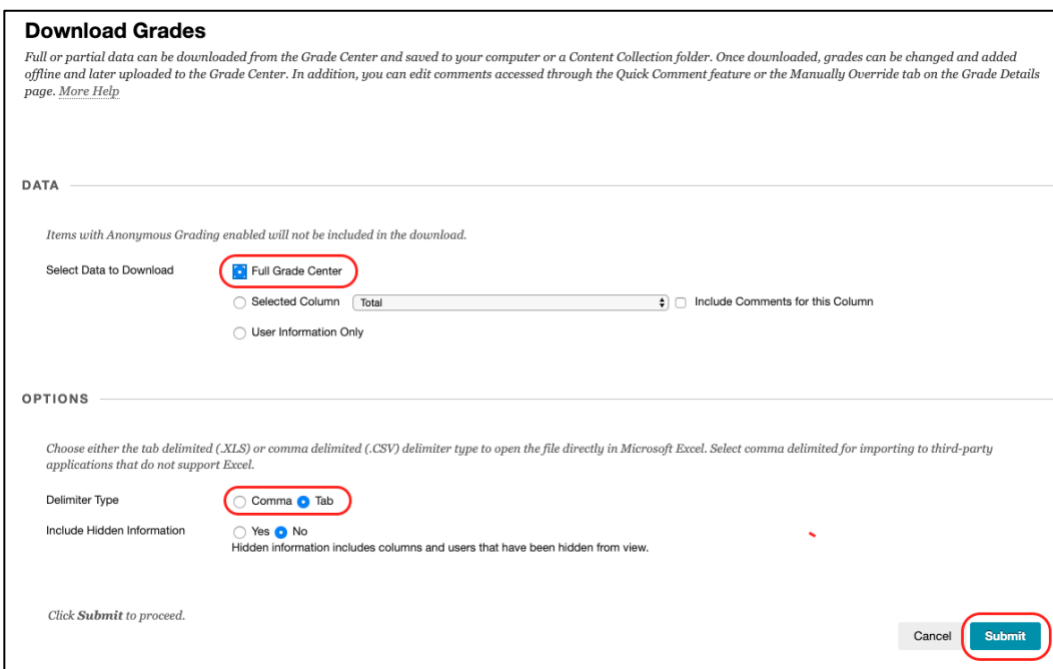
**Step 1:** Go to your course and click on Grade Center/**Full Grade Center**:



**Step 2:** Click on the down arrow where you see Work Offline on the right of the page and click **Download**:



**Step 3:** Choose **Full Grade Center**, **Tab** for Delimiter Type, and click **Submit**:



A screenshot of the 'Download Grades' form. The form is titled 'Download Grades' and contains a description: '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](#)'. The form is divided into two sections: 'DATA' and 'OPTIONS'. In the 'DATA' section, 'Select Data to Download' is set to 'Full Grade Center' (highlighted with a red circle). There are also options for 'Selected Column' (set to 'Total') and 'Include Comments for this Column'. In the 'OPTIONS' section, 'Delimiter Type' is set to 'Tab' (highlighted with a red circle). There are also options for 'Include Hidden Information' (set to 'No'). At the bottom of the form, there are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted with a red circle.

**Step 4:** Click **DOWNLOAD**:

### Download Grades

The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

**DOWNLOAD**

The Excel file will be saved in your Downloads folder. You can copy it to an external drive or put it in OneDrive for safe keeping.

It will look similar to this. The name begins with gc\_ and then you will see the name of your course:

