

DOWNLOADING YOUR GRADE CENTER AS AN EXCEL SPREADSHEET



Blackboard Learn

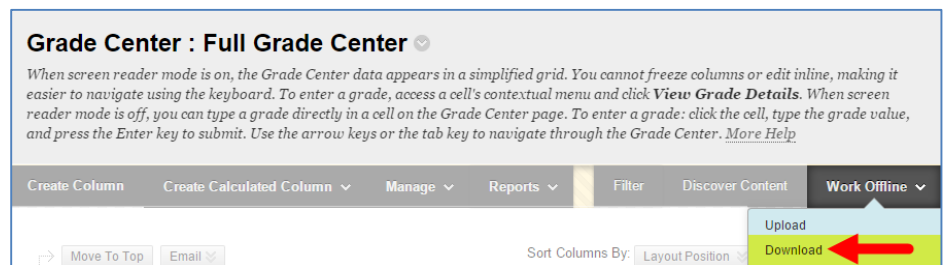
Instructors who use Blackboard to provide grade feedback to students are strongly advised to download their course Grade Centers as Excel spreadsheets at the end of each semester as a part of the [End of Semester Processes](#). Because semester courses are eventually deleted from Blackboard, downloading a course's Grade Center as an Excel file ensures that you have access to student grade information at a later date.

For a video demonstration of this process, please see: <https://youtu.be/Ex-m0HUSzmA>.

Downloading the Grade Center

1) Inside your course, scroll down the page to the **CONTROL PANEL**. Click on the **GRADE CENTER** menu and select **FULL GRADE CENTER**.

2) On the Grade Center page, roll your mouse over the **WORK OFFLINE** button and select **DOWNLOAD** from the drop-down menu.



3) On the **DOWNLOAD GRADES** page, leave the default settings selected and click the **SUBMIT** button.

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 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

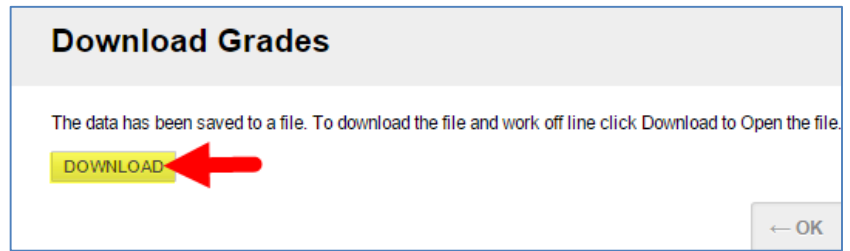
Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

SAVE LOCATION

Select where to save the file.

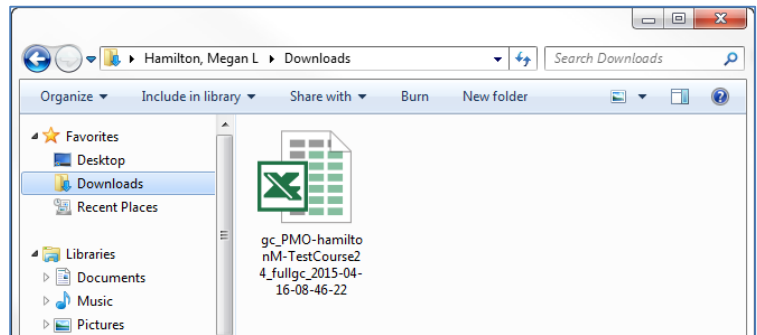
Download Location My Computer Content Collection Browse

- 4) On the **DOWNLOAD GRADES** page, you will now see a message stating that the grade data has been saved to a file. Click the **DOWNLOAD** button.



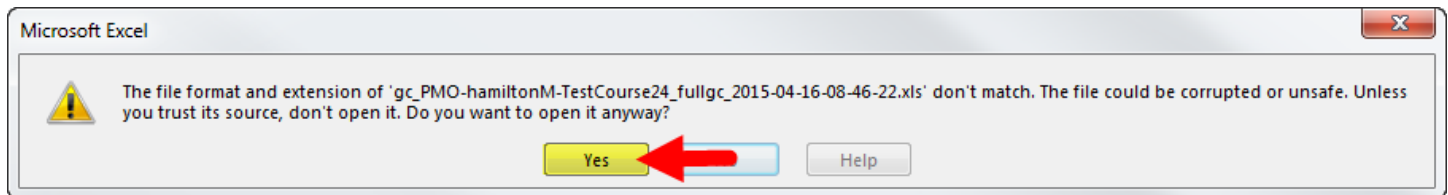
2. An Excel spreadsheet will download to your computer's default download location. If you aren't sure where the file downloaded to, please see these instructions for finding downloaded files:

- [For Windows](#)
- [For Mac](#)



Opening and Viewing the Excel File

When you attempt to open your Excel spreadsheet, you will be prompted by a pop-up that refers to the format of the file. Click YES to open the file.



When the file opens, you will see that the columns and rows of the spreadsheet correspond to the Grade Center's layout in your course. Please note that the information you see here will be simple numeric data. No comments or attempt data will be accessible through the spreadsheet.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Username	Last Access	Availability	Total [Total Pts: up to 100] 1578391	Essay 1 - Final [Total Pts: 100] 1592566	Essay 1 - Draft [Total Pts: 0] 1592571
2	Asterisk	Annie	testhamilton1	4/15/2015 14:32	Yes	98.5	98.5	Needs Grading(0.00)
3	Bracket	Brett	testhamilton3		Yes	190	100	90