

Download the Grade Center to Excel



Blackboard Learn

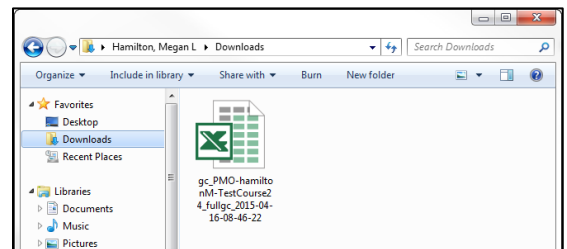
Instructors who use Blackboard to provide grade feedback to students are strongly advised to download their course Grade Centers as Excel spreadsheets at the end of each semester as a part of the [End of Semester Processes](#).

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.
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.

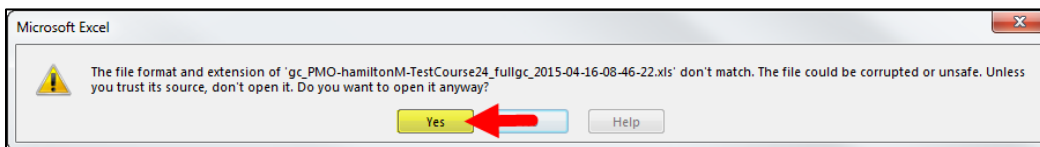
An Excel spreadsheet will download to your computer's default download location. If you aren't sure where the file downloaded to, please see these instructions for finding downloaded files:

- [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