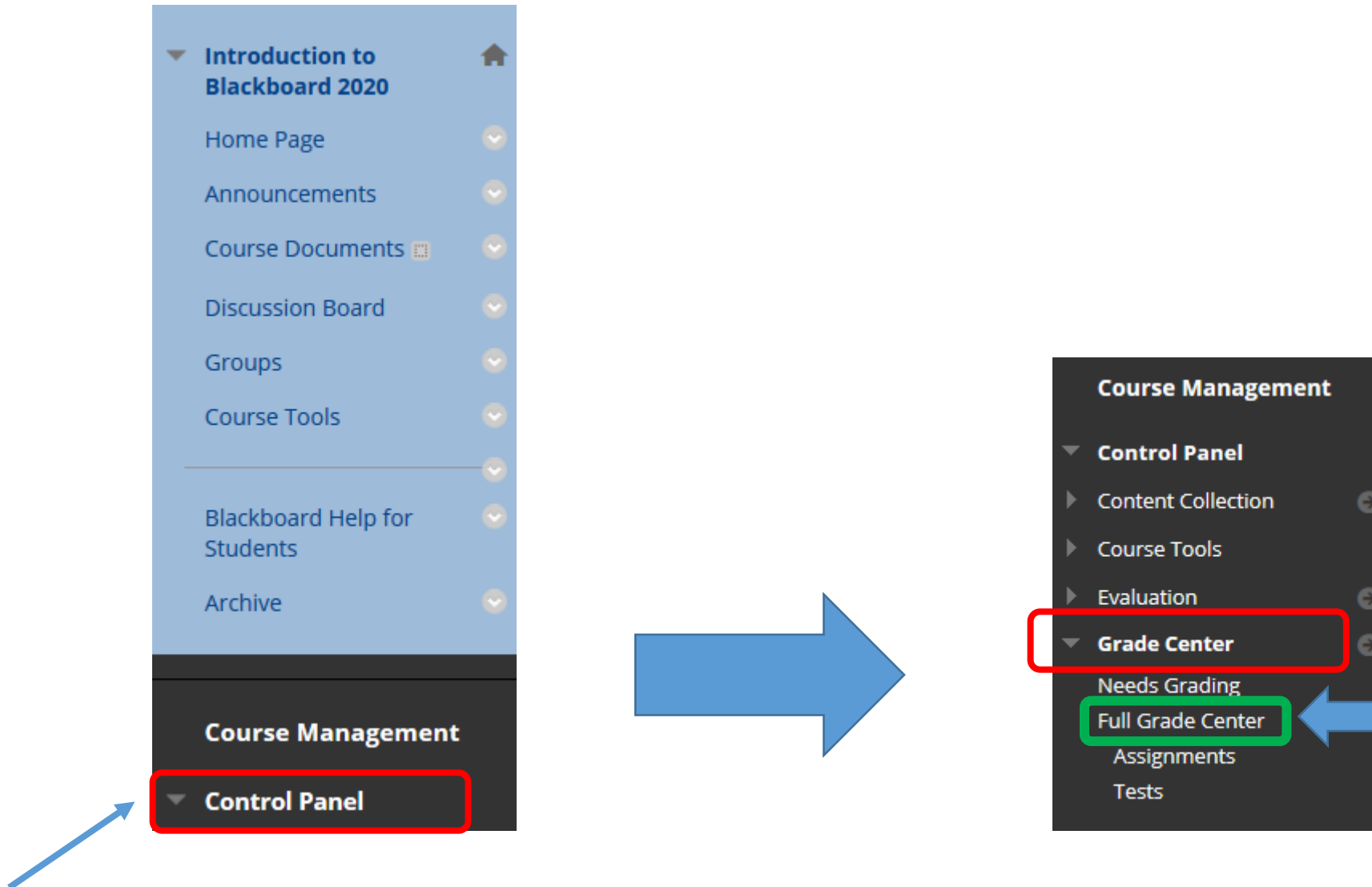





How to Download the Grade Center on Blackboard





1. Log in to the Course on Blackboard. Click **Control Panel** to expand the list for more options. Then click **Grade Center**, followed by **Full Grade Center**.






2. Click **Work Offline**.










Grade Center : Full Grade Center 

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)


Create Column Create Calculated Column  Manage  Reports  Filter Discover Content **Work Offline** 

Grade Information Bar Last Saved: November 23, 2021 2:49 PM


Sort Columns By: Layout Position  Order:  Descending 

<input type="checkbox"/>	LAST NAME 	FIRST NAME 	STUDENT ID 	ESSAY ASSIGNMENT #1 	VT TESTING 	FORUM A 	RECONCILE HW 
<input type="checkbox"/>	Stestperson9	Student		95.00	--		--
<input type="checkbox"/>	Weirich_PreviewUs	James			--	--	83.50


Selected Rows: 0

Move To Top Email  Icon Legend





Edit Rows Displayed








3. Click **Download**.










Grade Center : Full Grade Center 



The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)




Create Column Create Calculated Column  Manage  Reports  Filter Discover Content **Work Offline** 


Move To Top  Email  Sort Columns By: Layout Position  Order:  Descending 


Grade Information Bar Last Saved: November 23, 2021 2:49 PM

<input type="checkbox"/>	LAST NAME 	FIRST NAME 	STUDENT ID 	ESSAY ASSIGNMENT #1 	VT TESTING 	FORUM A 	RECONCILE HW 
<input type="checkbox"/>	Stestperson9	Student		95.00	--		--
<input type="checkbox"/>	Weirich_PreviewUs	James			--	--	83.50

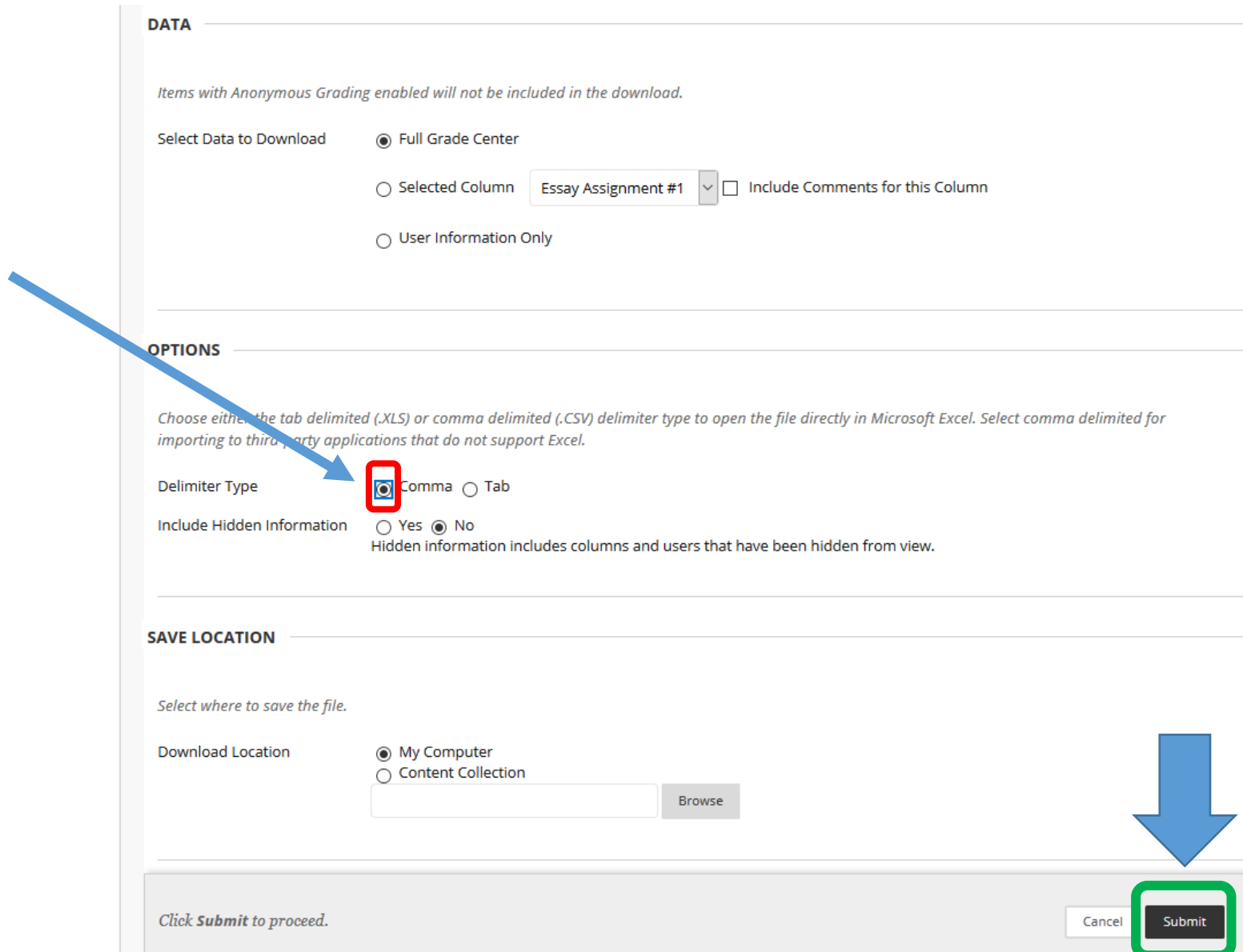
Selected Rows: 0  

Move To Top  Email   Icon Legend

 Edit Rows Displayed

Download 

4. Select **Comma** for Delimiter Type under **OPTIONS**. Then click **Submit** on the bottom right.



The image shows a form with three sections: DATA, OPTIONS, and SAVE LOCATION. In the DATA section, 'Full Grade Center' is selected. In the OPTIONS section, 'Comma' is selected for the Delimiter Type, and 'No' is selected for Include Hidden Information. In the SAVE LOCATION section, 'My Computer' is selected. At the bottom right, the 'Submit' button is highlighted with a green box, and a blue arrow points down to it. Another blue arrow points from the left to the 'Comma' radio button.

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.

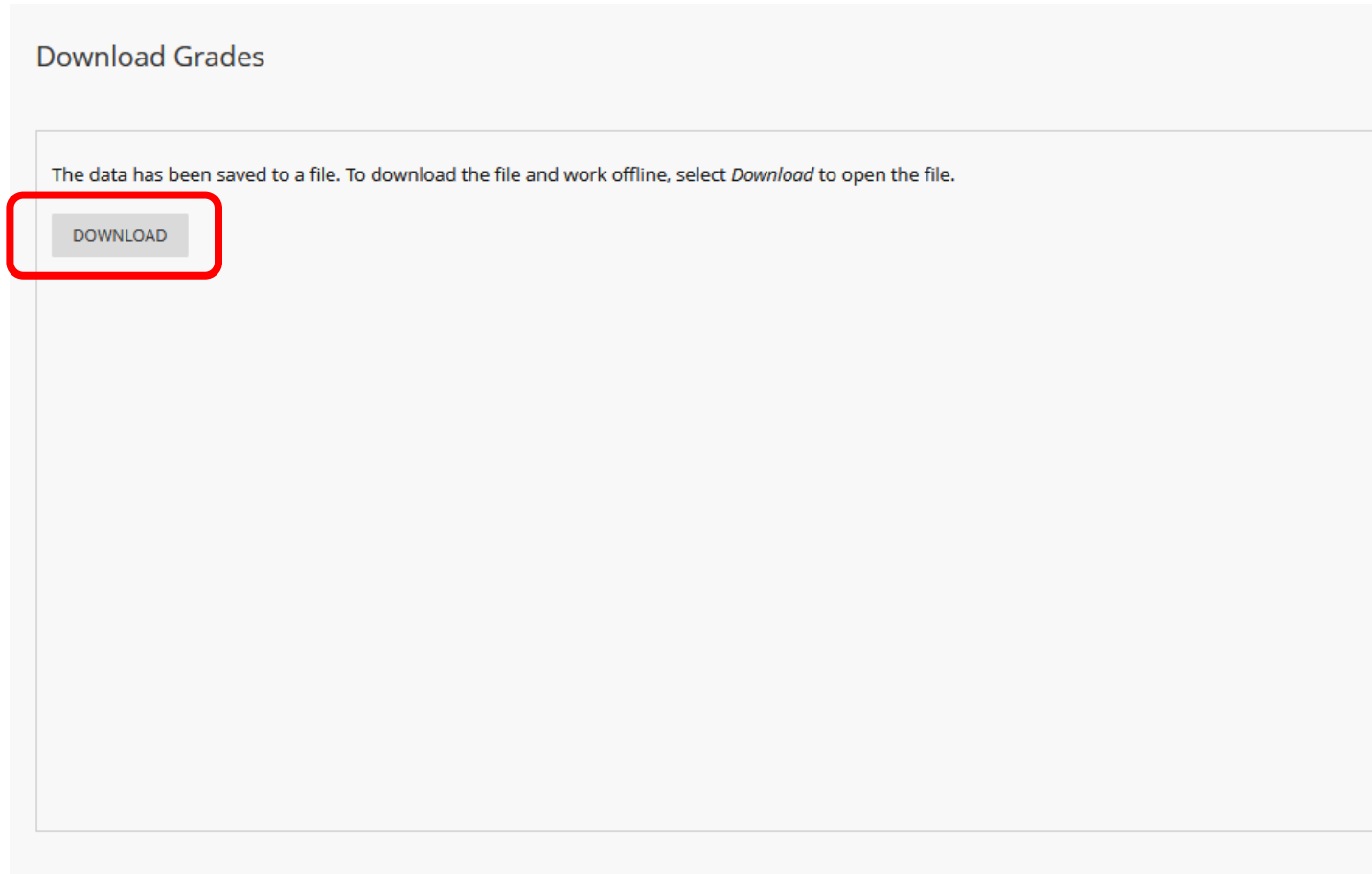
SAVE LOCATION

Select where to save the file.

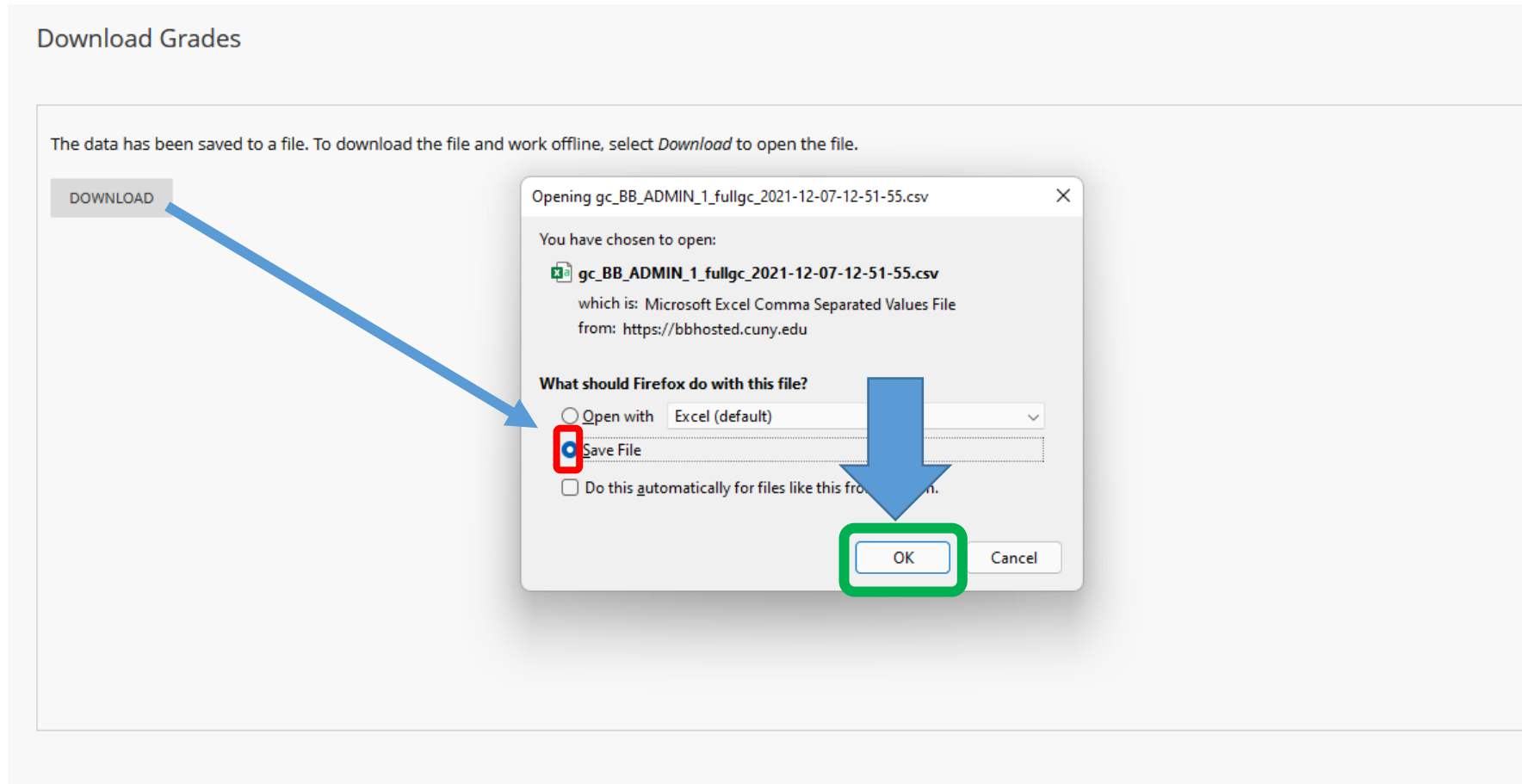
Download Location My Computer Content Collection

*Click **Submit** to proceed.*

5. Click *Download*.



6. Your computer may automatically download the file to the default location on your computer (usually the Downloads folder), but if it doesn't then you may see the window pop-up, like in the screenshot below. If it does, please select **Save File**, then click **OK** to choose where to save the file to on your computer. After choosing the location, the file will download to that location.



Success! You can now close this web page and locate the file on your computer.

Download Grades

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

DOWNLOAD