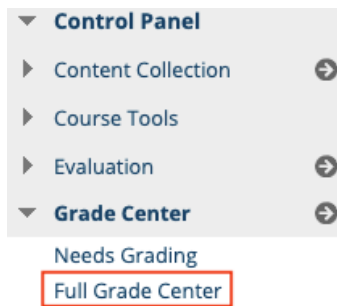


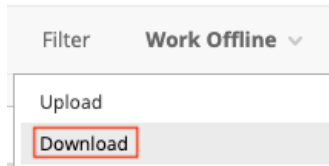
Download the Blackboard Grade Center

Download the data from your Blackboard course's Grade Center into a spreadsheet format to work offline or save as a copy for your records.

1. Login to Blackboard and open your course.
2. Go to the **Control Panel**, click **Grade Center**, and then select **Full Grade Center**.



3. On the *Full Grade Center* page, click **Work Offline** and select **Download**.



4. Select the **Data** to download.
 - **Full Grade Center:** The default selection. Contains all columns and associated data. Comments won't be included, and you can't add them offline.
 - **Selected Column:** From the menu, select one column and its data. Select the check box to Include comments for this Column. Comments will download from the Quick Comment feature or Manual Override tab. You can edit included comment text offline.
 - **User information:** Columns containing student data such as username are included.
5. Select the **File Delimiter**, Comma or Tab (default).
6. Choose if you want to **Include Hidden Information** in the downloaded file. Hidden information includes columns and students you hid from the Full Grade Center view.
7. Click **Submit**.
8. On the next page, click on **Download** to save the file to your computer.

Note: If you receive a security warning asking if you want to open the file, click Yes.