

## How to Download Blackboard Grades to Excel

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If you use the Blackboard Grade Center for grading, it is recommended that you download the data from the Grade Center into Excel to keep a backup copy for yourself. This process can be done any time during the semester. It is especially important to do this at the end of the semester. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center.

1. From the control panel of the course, click on Grade Center, then Full Grade Center.
2. Click on the **Work Offline** button near the top, right side of the page and select Download.
3. Select the data to download:

Option	Description
<b>Full Grade Center</b>	Contains all columns and associated data. Comments will not be included, and you cannot add them offline.
<b>Selected Column</b>	From the drop-down list, select one column and its data. Select the check box to Include comments for this Column, which will download comments from the Quick Comment feature or Manual Override page. You can edit included comment text offline.
<b>User information Only</b>	Columns containing student data such as username are included.

4. Select the **Tab** file delimiter.
5. Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students who have been hidden from the view in the downloaded file.
6. Select **My Computer** as the Download Location.
7. Click Submit.
8. On the next Download Grades page, click the **Download** button and a dialog box will appear prompting you to Open or Save the file.

**\* If you are planning to change or add grades within the Excel file to later upload back into the Grade Center, do not change the file name while saving. Also, do not change the column headings within the Excel file because the Grade Center needs the information within the file name and column headings to deliver it to the appropriate column when uploading.**