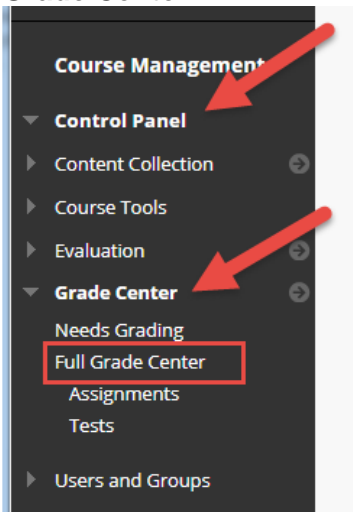
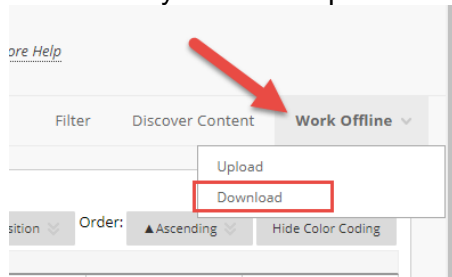


# How to Download Your Blackboard Grade Center

- (1) Log into Blackboard and select your course. It is important to note that you will need to do this for EACH course you wish to download your grades from. Go to **Control Panel --> Grade Center --> Full Grade Center**.



- (2) In the upper-right corner of the full grade center, there is a button called "Work Offline." Mouse-over this button until you see an options menu appear. Select "Download" from this menu.



- (3) Under the **Data** subsection, leave the option as Full Grade Center. Under the **Options** subsection select **COMMA** as the delimiter type.

**DATA**

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download  Full Grade Center

Selected Column Weighted Total  Include Comments for this Column

User Information Only

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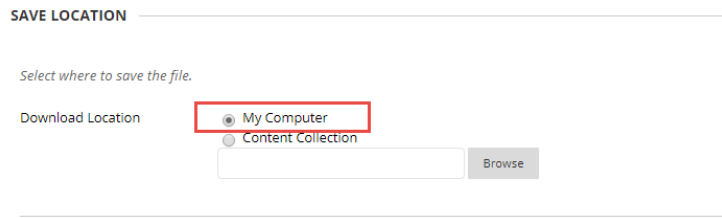
**OPTIONS**

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.

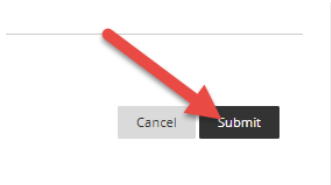
Delimiter Type  Comma  Tab

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

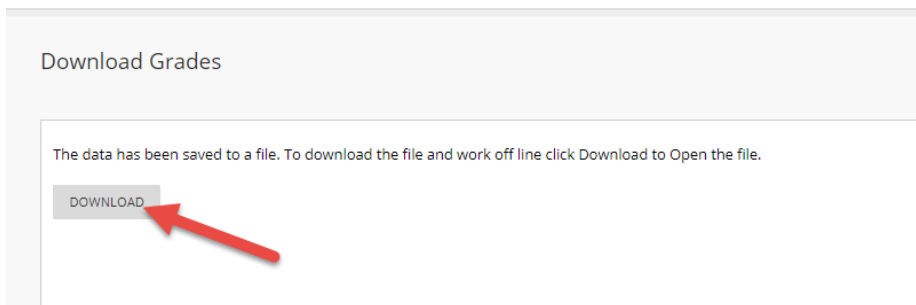
(4) Leave the Download location set to “My Computer”



(5) Click SUBMIT in the bottom-right corner.



(6) On the following page you will see a gray button called DOWNLOAD. Click on it to download the Grade Center csv file.



(7) The downloaded CSV will show up in your browser's download folder (or a different location on your computer if you have specified for your browser downloads to download by default to a different location).

