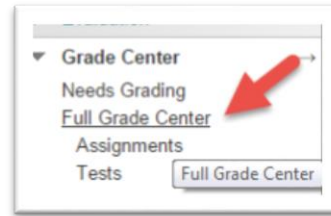


It is very important to periodically download and save a copy of your Grade Center, particularly prior to submitting first and second attendance to the Registrar. If a student is dropped from your course for non-attendance, their submissions and grades are hidden from within Blackboard. Should there be a dispute regarding your attendance reporting, you will need to be able to access a backup of the Grade Center in order to verify participation.

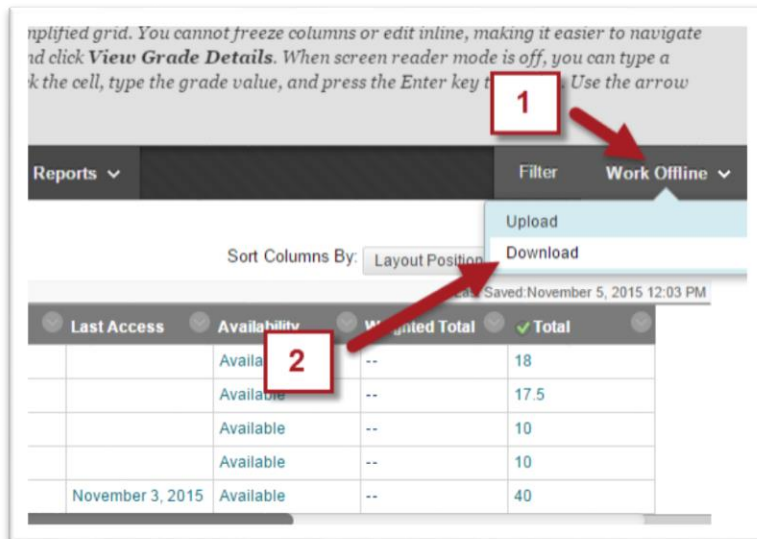
The instructions below will walk you step-by-step through the process of downloading your grades into a format that can be easily opened in Microsoft Excel.

Downloading the Grade Center

1. Go to the Grade Center menu of the course and click on **"Full Grade Center."**



2. Point to the **"Work Offline"** button (1) on the action bar and select **"Download"** from the menu that appears (2).



3. This will bring up the Download Grades window. In the *Data* area, select the **"Full Grade Center"** radio button (1). Under *Options*, choose **"Tab"** as your Delimiter Type (2) and select **"Yes"** to Include Hidden Information (3). Click the **Submit** Button (4).

A screenshot of the 'Download Grades' window. The window is divided into 'DATA' and 'OPTIONS' sections. In the 'DATA' section, the 'Full Grade Center' radio button is selected, indicated by a red box labeled '1'. In the 'OPTIONS' section, the 'Tab' radio button for 'Delimiter Type' is selected (red box '2'), and the 'Yes' radio button for 'Include Hidden Information' is selected (red box '3'). The 'Submit' button is highlighted with a red box labeled '4'. A red arrow points from the 'Submit' button back to the 'Full Grade Center' radio button.

4. Click the **“DOWNLOAD”** button (1) and then click **OK** (2).

This will download a copy of your Grade Center to the Downloads folder on the hard drive of the computer you are currently using. If using Firefox, be sure to select the option to “save” not “open”.



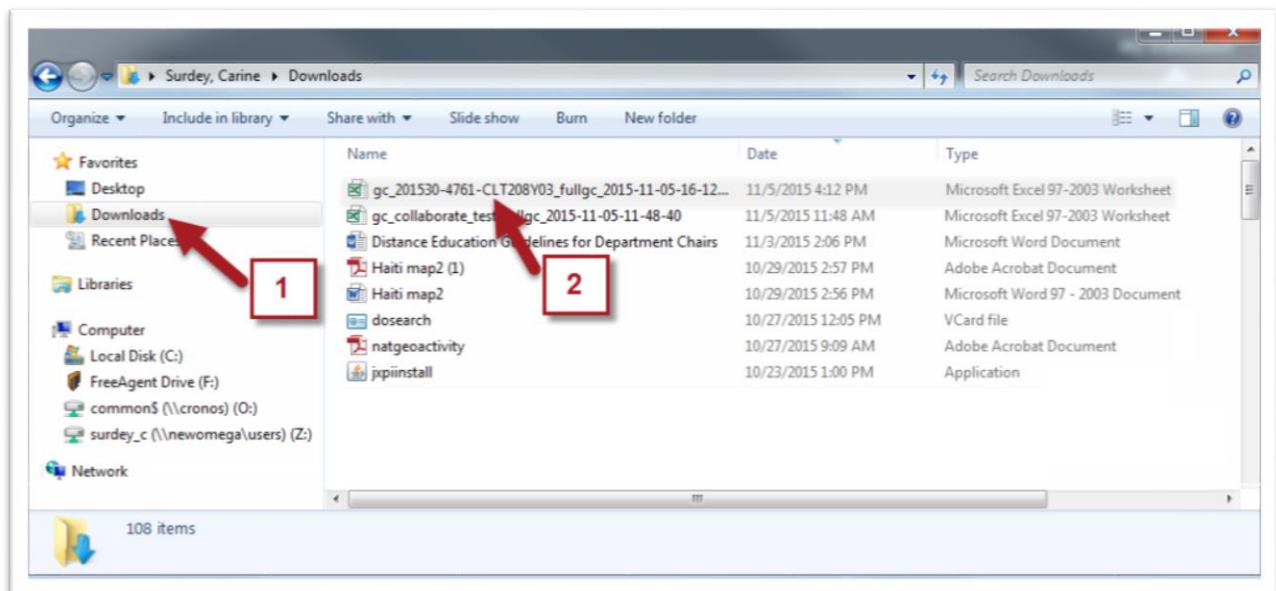
Note: It is a good idea to move this file from the Downloads folder to another location, particularly if you are using a shared computer. This can be done from the Windows Explorer. See below.

Opening and Saving the Downloaded Grade Center

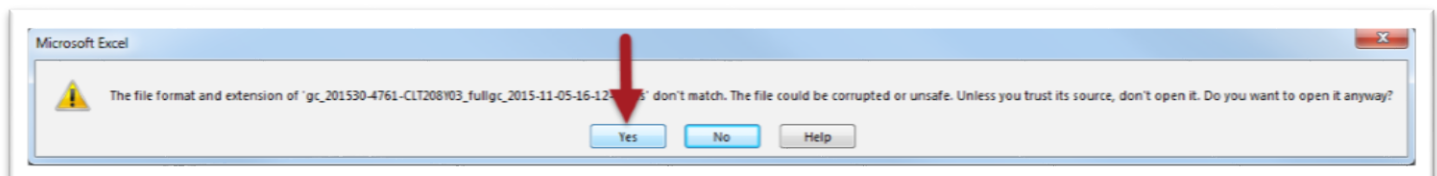
A downloaded Grade Center file can be opened in Microsoft Excel. You do not need the Blackboard LMS to view or work with the file that we created above. To open and save the Grade Center file:

1. Open **Windows Explorer** (My Computer) and navigate to the **Downloads** folder (1). Locate the file that you downloaded. The file name should begin with the letters “gc” and contain your course’s Blackboard ID. The file type should also be listed as “*Microsoft Excel 97-2003 Worksheet*.” If you don’t see the file at first, try sorting the file list in order by date with the most recent on top.

When you see your file, double-click on it to launch Microsoft Excel and open it. (2).

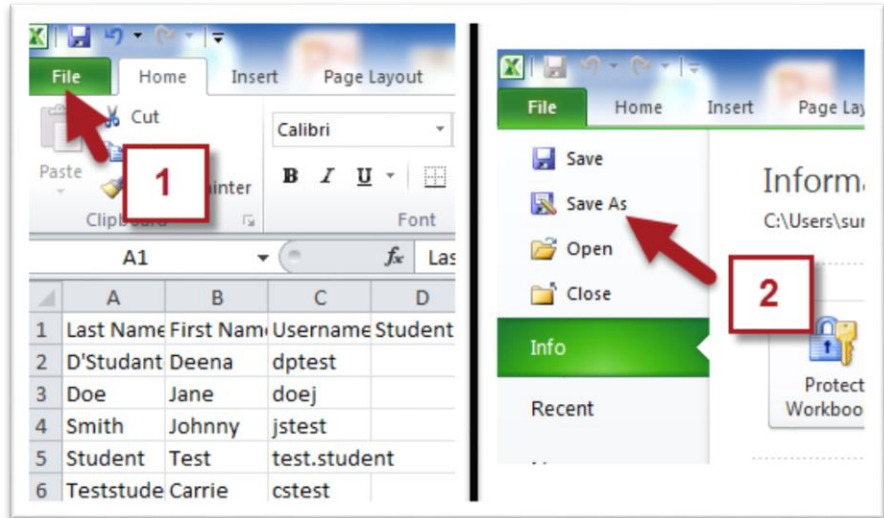


You may receive a warning message regarding the file format and extension. The file is not corrupt and is safe to open. Click the **Yes** button open the file.

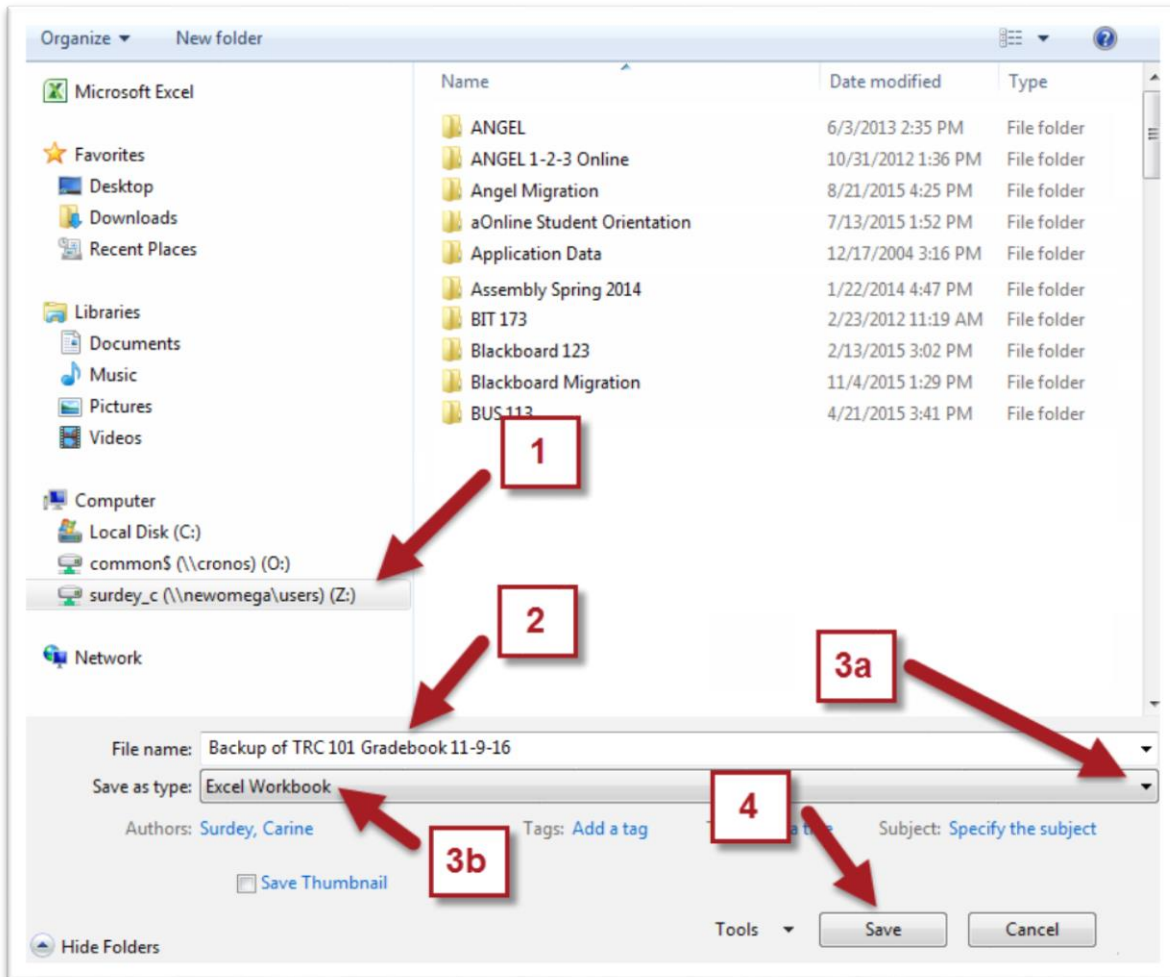


- Microsoft Excel will launch and your grade center will open.

To save the file to another location, begin by clicking the **File** menu of Excel (1) and selecting “**Save As**” (2).



- Select the location where you would like to save the file. In the example below, we chose the Z: drive (1). Type in a meaningful file name in the “**File name:**” box (2). Click the dropdown arrow to change the “**Save as type:**” dropdown (3a) to “**Excel Workbook**” (3b). Click the **Save** button (4).



Your file is now renamed and saved and you can close Microsoft Excel.