WHY WOULD YOU USE THIS FEATURE:
Downloading the Full Grade Center allows faculty to save the grade center in a more accessible location (excel). Having an excel version of the grade center may be helpful for instances when faculty want to work offline; this allows them to edit the grades in a spreadsheet and upload them back into Blackboard later. Instructors may also want to download the Grade Center for class roll or attendance. The following tutorial will demonstrate how to download and upload the Grade Center.

HOW TO DOWNLOAD AND SAVE THE GRADE CENTER:
1. Access your course within Blackboard.
2. From the Control Panel, click Grade Center then click Full Grade Center.
3. Click Work Offline (on the far right hand side of your screen), then click Download.
4. You have the option to select only those columns you wish to save. However, for this grade center archive we will download and save the Full Grade Center.
5. Choose the format you want to download the Grade Center into (Delimiter Type). Choose Include Hidden Information. (This will include students and columns that you have hidden from view, providing a complete representation of the Grade Center).

- **Comma** – Contain data surrounded by quotation marks and have the file extension .csv; these types of files will not open directly into Microsoft Excel.
- **Tab** – Contain data items separated by tabs and have the file extension .xls; these types of files can be opened directly into Excel.

*To easily open and save the download file as an excel spreadsheet use the Tab delimiter type.*

6. Click Submit.
7. The data has been saved to a file. To download and save the data click download.

8. Open downloaded file with Microsoft Excel.
9. Save the Grade Center Excel file with the other course materials on your computer.

HOW TO UPLOAD THE GRADE CENTER:

1. Access your course within Blackboard.
2. From the Control Panel, click Grade Center then click Full Grade Center.
3. Click Work Offline, then click Upload.
4. When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly; otherwise the upload will not work.

5. Click **Browse** to locate the file on your computer.

6. Locate the file, **single click** on the file and click **Open** or double-click on the file to select.

7. Click **Submit**.

8. All columns in the file will be listed. Check which columns you wish to upload, then click **Submit**.

9. The data is now uploaded in the Grade Center.