

## Download Grade Center

Export the Grade Center contents as a spreadsheet file

Logon to Blackboard

Log on to the course you want to)

- Select **Control Panel**
- Select **Grade Center** in the **Assessment** panel
- Select the down arrows next to **Manage** located on the **Action Bar**
- Scroll to **Download** and click to select
- On the *Download Grade* page, select the options in each category:
  - **Data**: Full Grade Center or selected items
  - **Options: Delimiter** (can leave default of **Tab**)  
**Include Hidden Data** (columns and users that have been hidden from view) **Yes/No**
  - **Save Location**: default is local computer
- Click **Submit**
- Click **Download** on the **Downloads Grades** page;
- Click **Save** when prompted to open or save file
- Select the location to save the file on your computer to store the file.  
Click **Save**.
- When the download is complete; click **Close**.
- Click **OK** on the **Downloads Grades** page

**Note:** You can now check on your computer for the file (.xls) starting with the name gc\_