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Download a File from the Grade Center

It is possible to export/download a file from the Grade Center to another file (Excel file for example). You can use it for a more thorough evaluation of the grades. You also have the choice of what data you would like to download: Full Grade Center, Selected Columns or User Information Only.

Download Grades

The data has been saved to a file. To download

DOWNLOAD



How to Download Grades

1. On the action bar, point to Reports on the action bar and click View Grade History.
2. On the Grade History page, click Download.
3. Select the Delimiter Type for the file.
4. Click Yes to Include Comments or No to exclude them from the download.
5. Click Submit.
6. Click Download to save the file to your computer.

Steps to Download Grades from the Grade Center

1. On the action bar, point to Work Offline and click Download.
2. Select the data to download.
3. Select the file delimiter, Comma or Tab.
4. 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.
5. Select the location for the download. Click Browse to select a folder in the Content Collection.
6. Click Submit.
7. On the next Download Grades page, click Download and save the file. Do not change the file name while saving because the Grade Center needs the information it contains to deliver it to the appropriate column when uploading.

References

How Can I download a file from the Grade Center:

https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/120_Grade_Center/040_Upload_or_Download_Grade_Center_Items_for_Working_Offline

Youtube video

https://youtu.be/Ex-m0HUSzmA?list=PLontYaReEU1shWKvIgLyokI79H_5q3TOB

ccis shared folder:

<\\10.10.70.70\Blackboard\video>