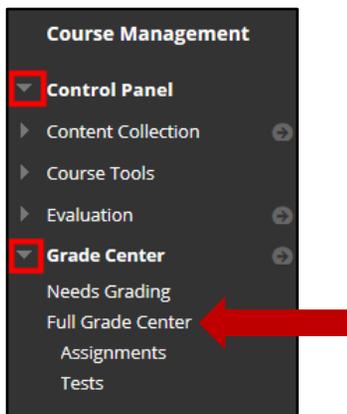
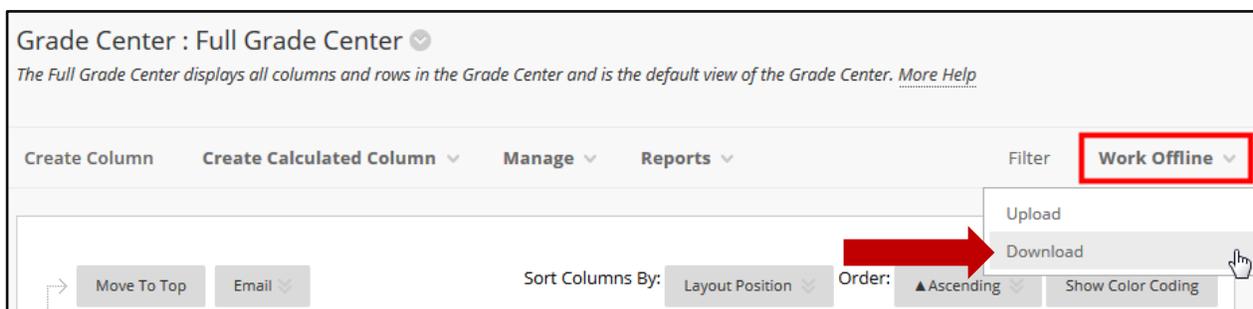


# Downloading Grades to a Spreadsheet

1. Navigate to **Course Management > Control Panel** and expand **Grade Center**. Then, click on **Full Grade Center**.



2. On the **Grade Center: Full Grade Center** page, hover over the **Work Offline** button on the right side of the screen and click **Download**.



3. Make selections on the **Download Grades** page.

**Data:**

- Full Grade Center is selected by default.
- Selected Column contains data from one column you can select in the drop down box. Check the box Include Comments for this column to include comments accessed through the Quick Comment feature or the Manually Override page, which will allow comment text to be edited offline.
- User Information contains columns with user data such as First Name, Last Name, and User Name.

Select Data to Download

Full Grade Center

Selected Column Reading Ch 1 Forum  Include Comments for this Column

User Information Only

## Downloading Grades to a Spreadsheet

**OPTIONS**

*Choose either the tab delimited (.XLS) or comma delimited for importing to third-party applications that*

Delimiter Type  Comma  Tab

Include Hidden Information  Yes  No  
Hidden information includes c

---

*Click **Submit** to proceed. Click **Cancel** to go back.*

**Options:**

- Choose either 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.
- Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students that have been hidden from the view.
- When you are done, click **Submit**.

4. The data has been saved to a file. To download the file and work offline, click the **Download** button.

**Download Grades**

The data has been saved to a file. To download the file and work off line click Download to Open the file.

←

5. You will be prompted to Open or Save the file. You can **Open with** Microsoft Excel and then save it to your computer or Save File to your Downloads Folder and move it to a different location on your computer.

Opening gc\_2183-OED-BLCK-TRAINING-01\_fullgc\_2018-03-15-12-26-...

You have chosen to open:

...183-OED-BLCK-TRAINING-01\_fullgc\_2018-03-15-12-26-30.xls  
 which is: Microsoft Excel 97-2003 Worksheet  
 from: https://uams.blackboard.com

What should Firefox do with this file?

**Open with** Microsoft Excel (default) ←

Save File

Do this automatically for files like this from now on.

→

**Note:** Different browsers will prompt in different ways. If you get a format warning while opening the file, click the Yes button to ignore it and open the file.