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# Blackboard v9.1 for Employees

## Downloading Grades from the Bb Grade Center

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This document describes, for employees, how to download a course's grade center into a Microsoft Excel document.

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### Brief Instructions

From the grade center of your course site within Blackboard:

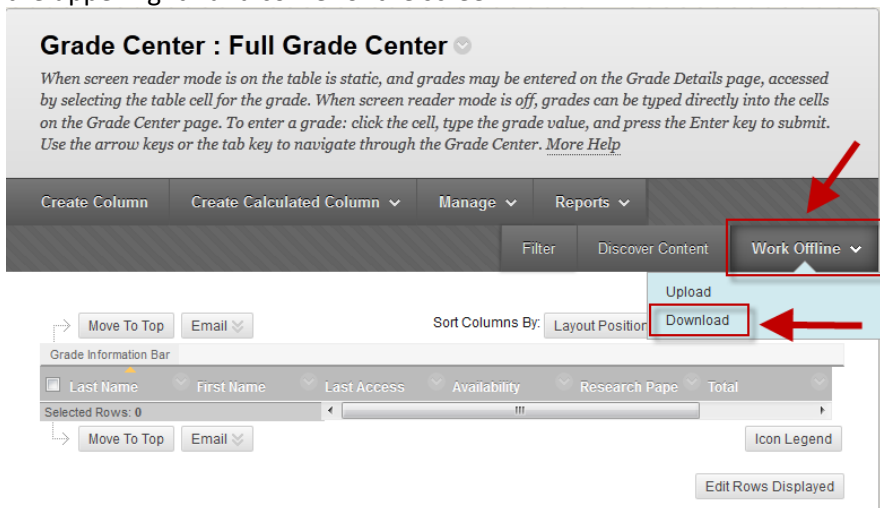
- Click on the *Work Offline* button,
- Click on *Download*,
- Select Full Grade Center if wanting all grades download, or select a specific column or student information,
- Leave the delimiter type as *Tab*,
- Decide if you want to download any columns that may have been hidden from the grade center view,
- Save the downloaded Excel document to *My Computer*,
- Click *Submit*,
- Click on the *Download* button to download the Excel document,
- Save the Excel document to your San Jac H:/ drive,
- When opening the Excel document you will receive an error message, click on *Yes* to open the file,
- Adjust the formatting of the Excel document to meet your needs, and save all changes.

Process complete.

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### Detailed Instructions

1. From within a course's Grade Center, to download grades into an Excel document, click on the *Work Offline* button in the upper right hand corner of the screen.



2. Click on the *Download* link (as depicted in the previous image).

3. If you would like to download all grade center columns, select *Full Grade Center*. If you do not want to download the Full Grade Center, you may select a specific column or student information to download.

Under Option 2, leave the delimiter type as *Tab*, as this will allow the Excel document to look similar to the Bb Grade Center view.

Under Option 2, decide if you want to download any columns that may have been hidden from the grade center view.

Save the downloaded Excel document to *My Computer*.

Click the *Submit* button.

### 1. Data

Select Data to Download  Full Grade Center

Selected Column   Include Comments for this Column

User Information Only

### 2. Options

Choose either the 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.

Delimiter Type  Comma  Tab

Include Hidden Information  Yes  No  
Hidden information includes columns and users that have been hidden from view.

### 3. Save Location

Select where to save the file.

Download Location  My Computer  Content Collection

### 4. Submit

Click *Submit* to proceed. Click *Cancel* to quit.

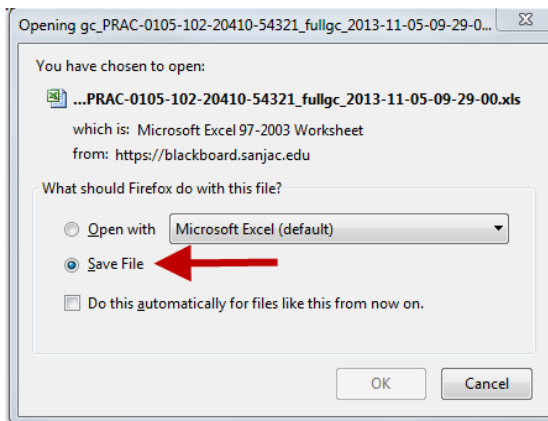
- Click on the *Download* button to download the Excel document.

## Download Grades

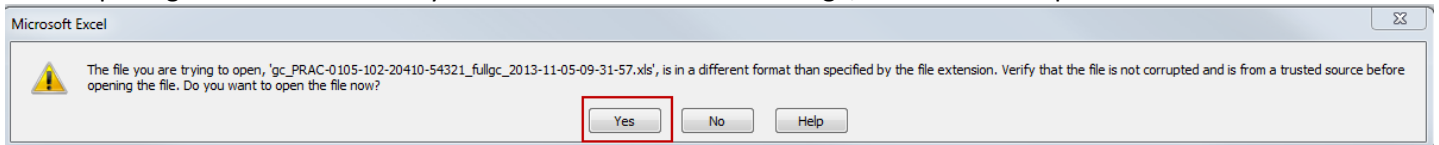
The data has been saved to a file. To download the file



- Select the *Save File* option and save the Excel file to your San Jac H:/ drive.



- When opening the Excel document you will receive the below message, click on *Yes* to open the file.



- Adjust the formatting of the Excel document to meet your needs, and save all changes.