

# Downloading the Grade Center



Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Excel. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files can be saved on a local computer drive and is recommended to preserve student grades in case the need arises where they need to be reviewed. Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading.

To download the grade center, go to your Full Grade center and select Work Offline and select Download:

**Grade Center : Full Grade Center**

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column   Create Calculated Column   Manage   Reports   Filter   Discover Content   **Work Offline**

Move To Top   Email

Sort Columns By: Layout Position

Grade Information Bar Last Saved: November 25, 2014 9:42 AM

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**DATA**

*Items with Anonymous Grading enabled will not be included in the download.*

Select Data to Download

- Full Grade Center
- Selected Column Total  Include Comments
- User Information Only

**OPTIONS**

*Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file. Comma delimited files will not open directly in Microsoft Excel.*

Delimiter Type

- Comma
- Tab

Include Hidden Information

- Yes
- No

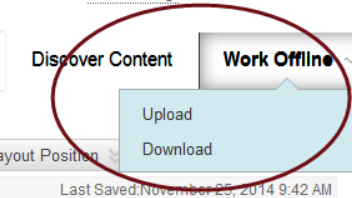
Hidden information includes columns

**SAVE LOCATION**

*Select where to save the file.*

Download Location

- My Computer
- Content Collection



Choose how much or how little of the grade center you wish to download:

- Full Grade Center:** Contains all columns and associated data
- Selected column:** Using the drop-down menu, select on column and its data. Check the box to include comments for the column. Select to include comments for this Column if desired.
- User information Only:** Only columns containing student data such as User Name are included.

Choose which format you want to download the grade center into. Please note: Comma delimited files will **not** open directly in Microsoft Excel.

Choose where you want to download the file

## Download Grades

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

