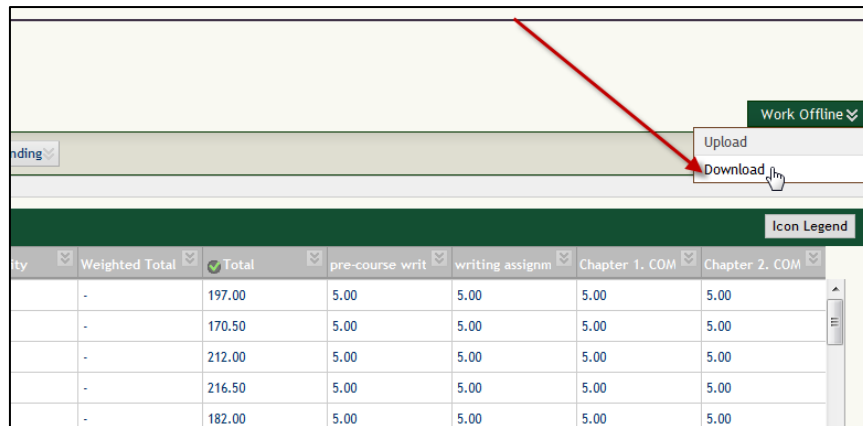


How to Download Your Course Grade Center

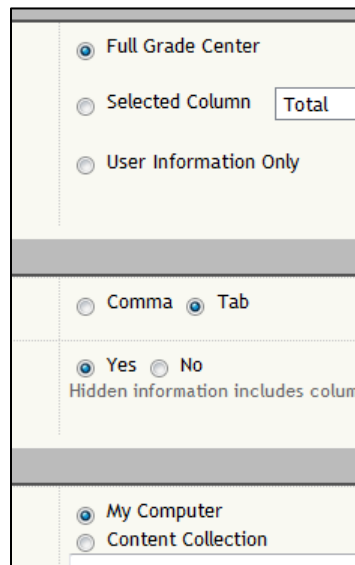
- 1) Login to Blackboard, select **Evaluation** drop down and then **Grade Center**
- 2) Hover over **Work Offline** and select **Download**



The screenshot shows the Blackboard Grade Center interface. A red arrow points to the 'Download' option in the 'Work Offline' dropdown menu. Below the menu is a table with columns for 'Weighted Total', 'Total', 'pre-course writ', 'writing assignm', 'Chapter 1. COM', and 'Chapter 2. COM'. The table contains five rows of data.

ity	Weighted Total	Total	pre-course writ	writing assignm	Chapter 1. COM	Chapter 2. COM
-		197.00	5.00	5.00	5.00	5.00
-		170.50	5.00	5.00	5.00	5.00
-		212.00	5.00	5.00	5.00	5.00
-		216.50	5.00	5.00	5.00	5.00
-		182.00	5.00	5.00	5.00	5.00

- 3) Input the following settings: **Full Grade Center** , **Tab**, **Yes** for hidden information, and download location to **My Computer**



The screenshot shows the Blackboard download settings dialog box. The settings are as follows:

- Full Grade Center
- Selected Column
- User Information Only
- Comma Tab
- Yes No
Hidden information includes column
- My Computer
- Content Collection

- 4) Finish by clicking **Download**. Download times will vary depending on your file size. The file format will be an Excel spreadsheet. If you do not see the file please check your downloads folder on your computer.