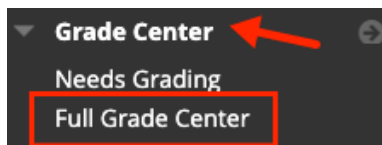


DOWNLOAD GRADES TO EXCEL

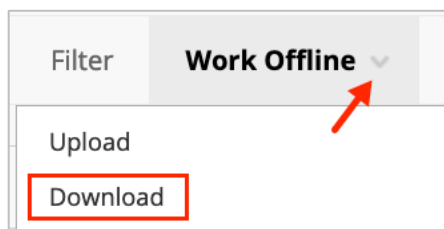
The Grade Center is available for download whole or in part. Downloading your grades into Excel may be useful for retaining a copy of grades for your own records or entering grades offline on assignments and [uploading](#) them later.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center** and then **Full Grade Center**.



2. In the upper right corner of the grade center, click **Work Offline** and select **Download**.



3. On the Download Grades page, **select** the type of Data to Download. In most cases, you want to Download the Full Grade Center or a Selected Column, such as entering grades offline for assignments to [upload](#) them later to the Grade Center.

The download choices are:

- Full Grade Center
- Selected Column
- User information only (roster)

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DATA

Items with Anonymous Grading enabled will not be included

Select Data to Download

Full Grade Center

Selected Column

User Information Only

Note:

To download a roster to Excel, **select user information only**.

Further options include the type of file:

- Comma Delimited or Tab Delimited (format of the file)
- Include any hidden information in the download (include hidden students or columns)

OPTIONS

Choose either the tab delimited or comma delimited format for importing to third-party applications

Delimiter Type

Comma Tab

Include Hidden Information

Yes No


Hidden information includes

4. Click **My Computer** under Save Location.

SAVE LOCATION

Select where to save the file.

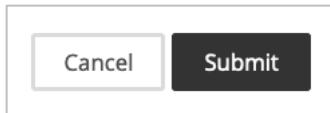
Download Location

My Computer 

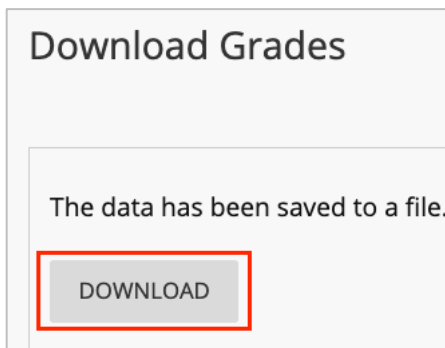
Content Collection

DOWNLOAD GRADES TO EXCEL

5. Click **Submit**.



6. Click Download to save the report to your computer.



7. If you are prompted, click to **Save File**. The Excel file will be saved in the Downloads folder on your computer.