

Download Grades to an Excel Spreadsheet

1. Download Grades to an Excel Spreadsheet

- In your course, click on Grade Center, then Full Grade Center. In the upper right corner of the Grade Center there is a button called Work Offline. Click on that button and click Download.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells 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 Work Offline

Sort Columns By: Layout Position

| Last Name | First Name | Last Access | Availability | Weighted Tr | Total | OVERALL Disc | Wind Chill Adv | Talk about Tes | OVERALL Drop | Paper #1 Dropt | Photoshop | Last Saved January 20, 2015 11:40 AM |
|-----------|-----------------------|-------------------|--------------|-------------|-------------|--------------|----------------|----------------|--------------|----------------|-----------|--------------------------------------|
| Evans | Elizabeth | | Available | 59.53% (A) | A- (118.85) | 95.00% (A) | P | 9.00 | -- | -- | -- | |
| Frieque | Justin (Test Student) | August 14, 2014 | Available | 75.00% (C) | C+ (267.50) | -- | -- | -- | 75.00% (C) | -- | -- | |
| Gallanis | Susan (Test Student) | | Available | -- | C- (70.00) | -- | -- | -- | -- | -- | -- | |
| Lecato | Katlin | November 14, 2014 | Available | -- | -- | -- | -- | -- | -- | -- | -- | |
| Zipay | Katherine | November 4, 2014 | Available | -- | -- | -- | -- | -- | -- | -- | -- | |

Selected Rows: 0

Move To Top Email

Upload Download

Icon Legend

Edit Rows Displayed

- Select the data to download. The default is to download all grades. Under Options, click Comma for delimiter type. Click Submit.

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 the Download button. An Excel file will download to your computer.

Download Grades

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