

## Download Grades to an Excel Spreadsheet

1. 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

Upload Download

Last Name	First Name	Last Access	Availability	Weighted Tr	Total	OVERALL Disc	Wind Chill Adv	Talk about Tes	OVERALL Drop	Paper #1 Dropt	PhotoShop
Evans	Elizabeth		Available	99.63% (A)	A- (118.85)	95.00% (A)	P	9.00	--	--	--
Friquet	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	--	--	--	--	--	--	--	--

Sort Columns By: Layout Position

Grade Information Bar

Move To Top Email

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

2. 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

Browse

### 4. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

3. 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.

DOWNLOAD