

## **How do I download my grades so I can submit them to my Department Chairperson?**

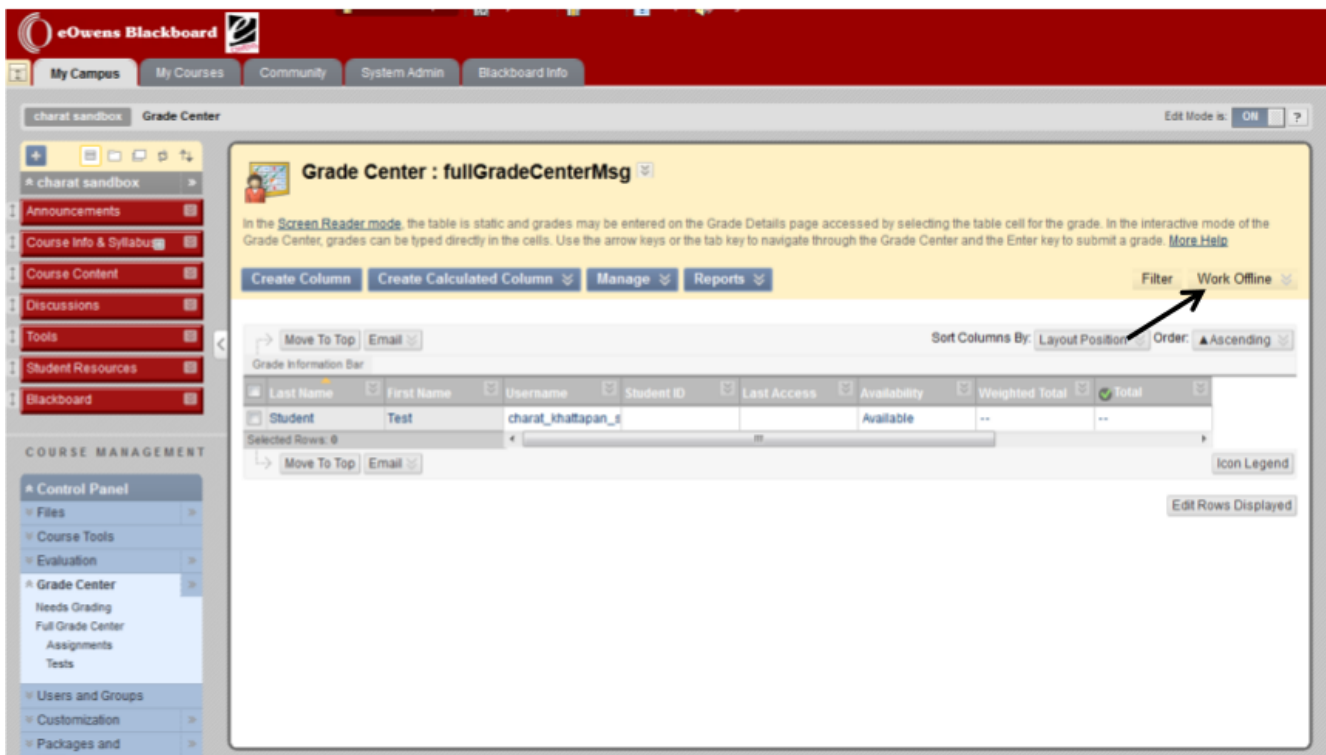
You can download and save your classes' grades in the Grade Center as an Excel (.XLS) file for use in a spreadsheet program such as Microsoft Excel. Downloading grade data does not remove any information from the Grade Center. The Total and Weighted Total columns are included in the download file.

TIP: Downloading grade data in each of your courses or organizations is a good practice to do at the end of every term. This gives you easy future retrieval of grades in case your campus policy is to reset (and therefore remove) student information in online courses at term conclusion.

1. In the **Control Panel**, click **Full Grade Center**.

The image shows a screenshot of the Blackboard interface. At the top, there is a red header with the "eOwens Blackboard" logo and navigation tabs for "My Campus", "My Courses", "Community", "System Admin", and "Blackboard Info". Below the header, the page title is "charat sandbox Announcements". On the left side, there is a navigation menu with several red buttons: "Announcements", "Course Info & Syllabus", "Course Content", "Discussions", "Tools", "Student Resources", and "Blackboard". Below these is a "COURSE MANAGEMENT" section with a "Control Panel" and sub-items: "Files", "Course Tools", "Evaluation", "Grade Center", "Needs Grading", "Full Grade Center", "Assignments", and "Tests". A black arrow points to the "Full Grade Center" item. The main content area on the right is titled "Announcements" and contains a "Create Announcement" button and a message: "New announcements appear below this line" and "No Announcements found."

2. Click **Work Offline**.



3. Select **Download**.

4. Select **Full Grade Center**.

5. Select **Delimiter Type: Tab** and Include **Hidden Informaton: No**.

6. Select the location for the download by clicking **Browse** to select the folder on your computer.

**Note:** Most files downloaded to My Computer will default to the Desktop.

7. Click **Browse** to select the folder.



## Download Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades, or comments accessed through the Quick Comment feature or the Manually Override page, can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab-delimited or comma-delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder. [More Help](#)

Cancel Submit

### 1. Data

Select Data to Download

Full Grade Center



Selected Column

Weighted Total



Include Comments for this Column

User Information Only

### 2. Options

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

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

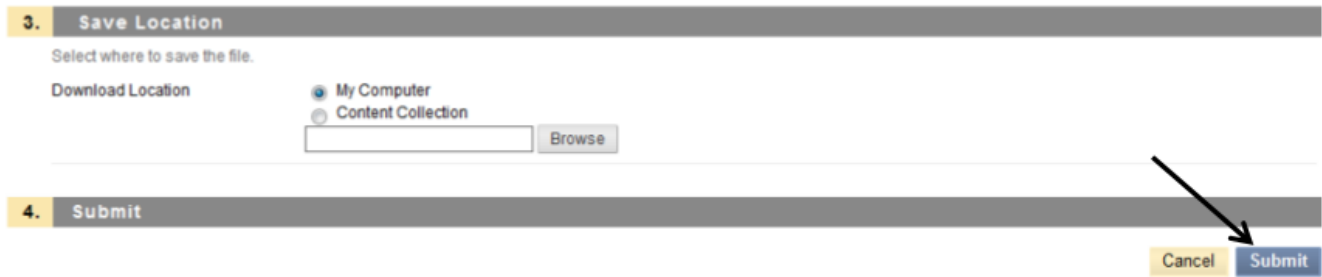


Browse

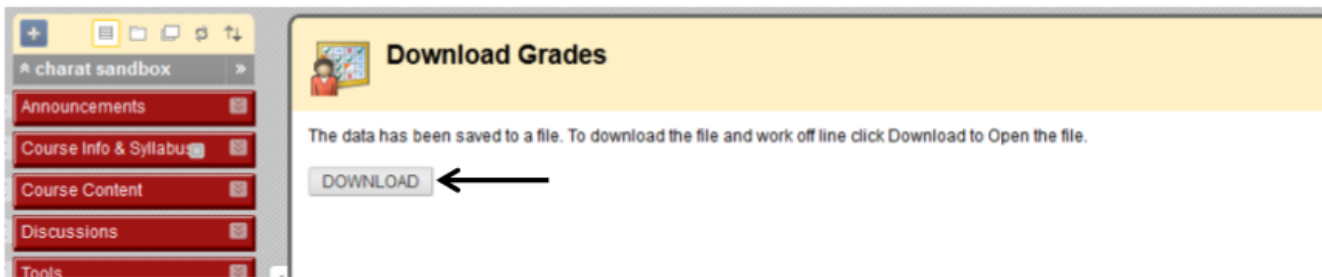
### 4. Submit

Cancel Submit

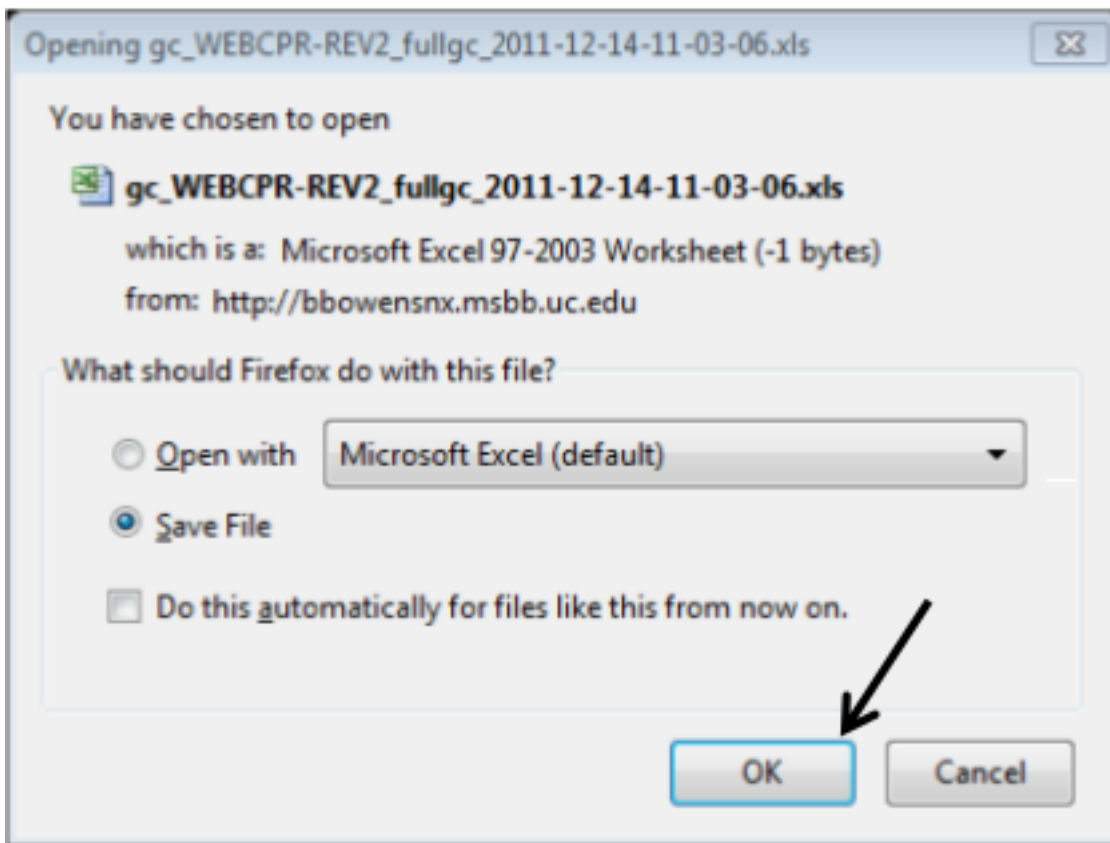
8. Click **Submit**.



9. Click the **Download**.



10. Select **Save File** and then click **OK**.



**Note:** The best course of action is to open the downloaded grade file in a spreadsheet application, such as Excel.

---

Article ID: 273

Last updated: 06 May, 2013

Revision: 3

Information Technology Services -> Blackboard -> Instructor -> How do I download my grades so I can submit them to my Department Chairperson?

<https://www2.owens.edu/faq/entry/273/>