

Downloading Grade Information from Grade Center

The Grade Center is the area where all preformatted, automatic and manual grading columns are visible to the instructor. The table in the Grade Center allows you to see all the grades that are posted for your students. Since Blackboard developers anticipate that the instructor will post midterms and finals, these columns are automatically preformatted in the table (*Notice: Columns are optional*).

Additionally, columns are automatically generated by the instructor whenever an assessment activity is created or a discussion activity is being weighed.

The screenshot shows the Blackboard Grade Center interface. At the top, there is a header with the text "Grade Center" and a dropdown arrow. Below the header, there is a paragraph of text explaining the screen reader view and the interactive view. Underneath, there are several buttons: "Create Column", "Create Calculated Column", "Manage", "Reports", "Discover Content", and "Work Offline". Below these buttons, there are two dropdown menus: "Current View: Full Grade Center" and "Set as Default", and another set of dropdowns: "Sort Columns By: Layout Position" and "Order: Ascending". Below this, there is a "Grade Information Bar" section with "Move To Top" and "Email" buttons. The main part of the interface is a table with the following columns: "Last Name", "First Name", "Weighted Total", "Total", "Midterm Grade", and "Final Grade". The table contains three rows of data for students named "guest2", "guest3", and "guest4". Below the table, there is a "Selected Rows: 3" indicator and another "Move To Top" and "Email" button set. An "Icon Legend" button is also visible in the top right corner of the table area.

Last Name	First Name	Weighted Total	Total	Midterm Grade	Final Grade
guest2	guest2	-	-80.00	-	-
guest3	guest3	-	75.00	-	-
guest4	guest4	-	90.00	-	-

The instructor can also manually create columns to input grades. Manual columns can be created by selecting the "Create Column" or "Create Calculated Column" buttons.

This screenshot is similar to the one above but focuses on the "Create Column" and "Create Calculated Column" buttons. A callout box labeled "Create Column" has an arrow pointing to the "Create Column" button. Another callout box labeled "Create Calculated Column" has an arrow pointing to the "Create Calculated Column" button, which is open, showing a dropdown menu with the following options: "Average Column", "Minimum/Maximum Column", "Total Column", and "Weighted Column".

To manually enter a grade, simply go to the preferred column and click in the cell, which corresponds with a desired student, to enter your grade. (Notice: *You may be prompted to save the grade once you've entered it.*)

Additionally, grades will be automatically generated in selective columns when a student engages in an activity that is created from an assessment tool or weighed discussions that is assigned points.

Grade Center

In the [screen reader view](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

[Create Column](#) [Create Calculated Column](#) [Manage](#) [Reports](#) [Discover Content](#) [Work Offline](#)

Current View: [Full Grade Center](#) [Set as Default](#) Sort Columns By: [Layout Position](#) Order: [▲Ascending](#)

Grade Information Bar Grade Type: **Grade** | Points Possible: **0** | Displayed As: **Text** | Visible to Users: **No**

<input type="checkbox"/>	Last Name	First Name	Final	Assignment	Assignment	Weighted Total
<input type="checkbox"/>	guest2	guest2	-	95	-	-
<input type="checkbox"/>	guest3	guest3	-	-	-	-
<input type="checkbox"/>	guest4	guest4	-	-	-	-

Selected Rows: 0

To download grades into a spreadsheet you must first select the student information. You can select an individual student by checking the box next to a student's name or you can select all of your students by checking the box labeled "Last Name".

Grade Center

In the [screen reader view](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive view of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade.

[Create Column](#) [Create Calculated Column](#) [Manage](#) [Reports](#) [Discover Content](#) [Work Offline](#)

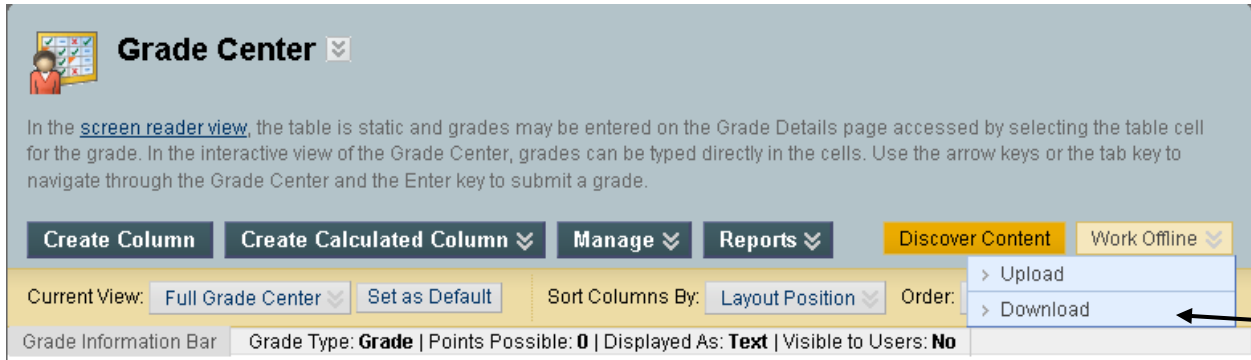
Current View: [Full Grade Center](#) [Set as Default](#) Sort Columns By: [Layout Position](#) Order: [▲Ascending](#)

Grade Information Bar

<input checked="" type="checkbox"/>	Last Name	First Name	Weighted Total	Total	Midterm Gra	Final Grade
<input checked="" type="checkbox"/>	guest2	guest2	-	-80.00	-	-
<input checked="" type="checkbox"/>	guest3	guest3	-	75.00	-	-
<input checked="" type="checkbox"/>	guest4	guest4	-	90.00	-	-

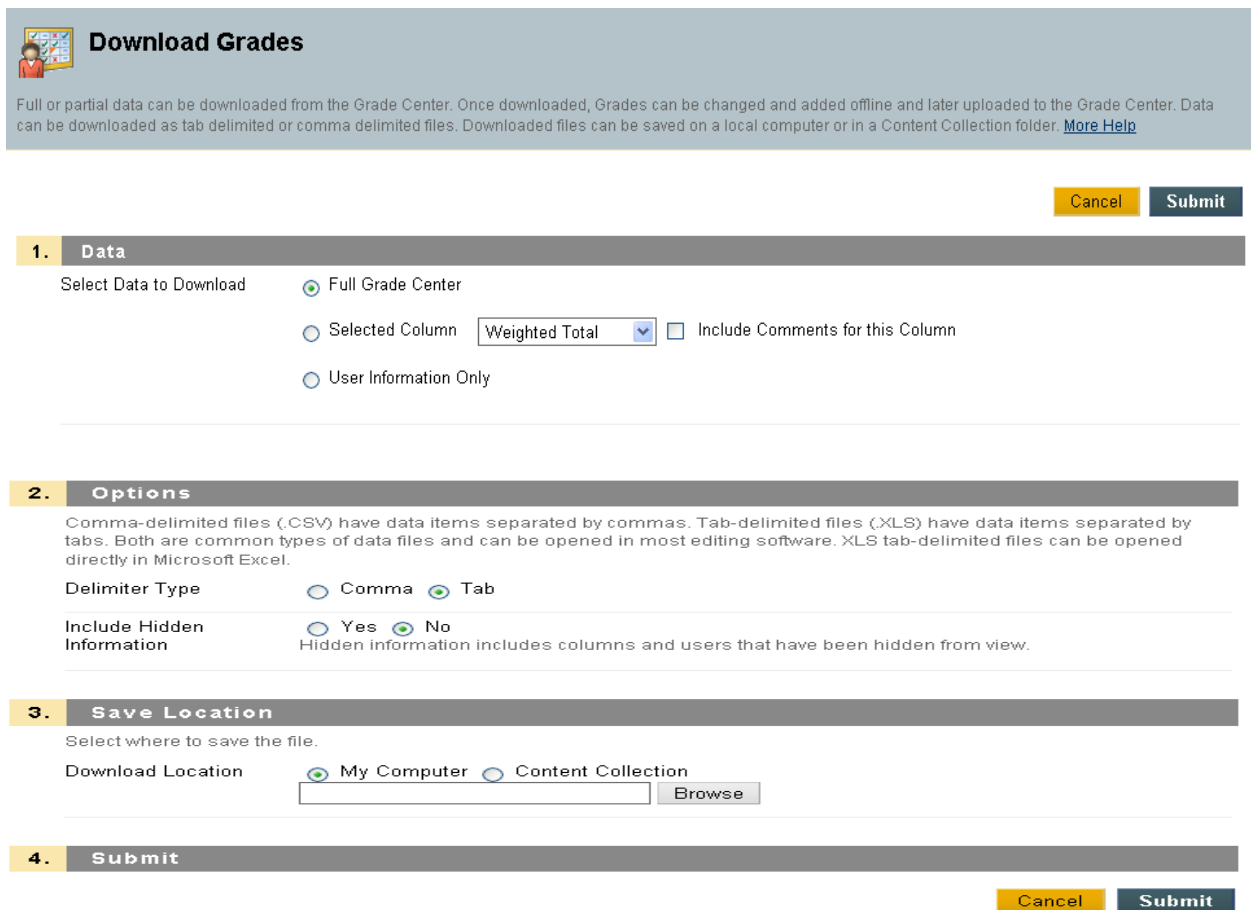
Selected Rows: 3

Once you've selected your student information click on the button labeled "Work Offline" which is located in the upper-right hand corner of the grade center and select the *Download* option.



The screenshot shows the Grade Center interface. At the top, there is a header with a user icon and the text "Grade Center" with a dropdown arrow. Below this is a paragraph of text explaining the screen reader view. A navigation bar contains several buttons: "Create Column", "Create Calculated Column" (with a dropdown arrow), "Manage" (with a dropdown arrow), "Reports" (with a dropdown arrow), "Discover Content", and "Work Offline" (with a dropdown arrow). The "Work Offline" dropdown menu is open, showing "Upload" and "Download" options. An arrow points to the "Download" option. Below the navigation bar, there is a "Current View" section with "Full Grade Center" selected and a "Set as Default" button. To the right, there is a "Sort Columns By" section with "Layout Position" selected and an "Order" section. At the bottom, there is a "Grade Information Bar" showing "Grade Type: Grade | Points Possible: 0 | Displayed As: Text | Visible to Users: No".

When the *Download Grade* window appears select the radio button that corresponds with you how want to export your data, click submit.



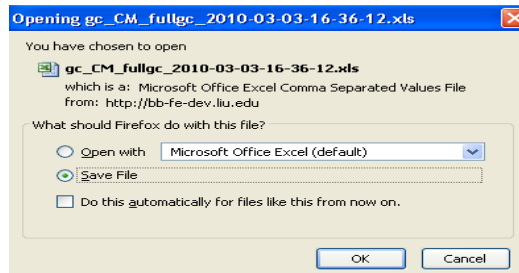
The screenshot shows the "Download Grades" window. At the top, there is a header with a user icon and the text "Download Grades". Below this is a paragraph of text explaining that data can be downloaded from the Grade Center and can be saved on a local computer or in a Content Collection folder. There are "Cancel" and "Submit" buttons at the top right. The window is divided into four sections: 1. Data: "Select Data to Download" with radio buttons for "Full Grade Center" (selected), "Selected Column" (with a dropdown menu showing "Weighted Total" and an "Include Comments for this Column" checkbox), and "User Information Only". 2. Options: "Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.XLS) have data items separated by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Microsoft Excel." "Delimiter Type" with radio buttons for "Comma" and "Tab" (selected). "Include Hidden Information" with radio buttons for "Yes" and "No" (selected). A note states: "Hidden information includes columns and users that have been hidden from view." 3. Save Location: "Select where to save the file." "Download Location" with radio buttons for "My Computer" (selected) and "Content Collection", and a "Browse" button. 4. Submit: "Cancel" and "Submit" buttons at the bottom right.

Continue to export your file by clicking on the **DOWNLOAD** button and specify where the data is going to be stored.

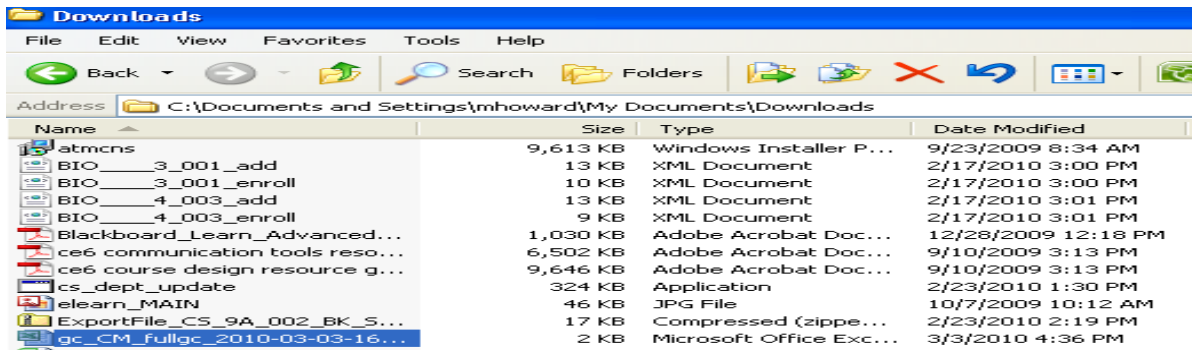
Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file or right click and select Save As to save the file locally.

DOWNLOAD



Once you have stored your document locally you click on the file name to launch Microsoft Excel.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Name	Username	Student ID	Last Acces	Availabilit	Weighted	Total	381	Midterm	(Final	Grad	Campus
2	guest2	guest2	guest2		3/3/2010	Yes		-80					
3	guest3	guest3	guest3			Yes		75					
4	guest4	guest4	guest4			Yes		90					
5													