

1. To download your gradebook go to your classroom, Control Panel > Gradebook. Click on Work Offline and then select Download.

Grade Center: Full Grade Center

In the Screen Reader mode, 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 mode 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. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order > Upload > Download

Grade Information Bar Last Saved: December 6, 2010 4:34 P

Last Name	First Name	LabReport1	Section	Total Points	Vote for a Time	MidtermTotal	assign
AGOSTA	EMANUELA	29.00	01baer	544.00 (A)	✓	--	--
AMELING	LYNNE	24.00	--	327.00 (A)	--	--	--
ANDERSON	GLORIA	28.00	01landers	604.00 (C+)	--	--	--
ATTRIDGE	STACIE	--	--	185.00 (A-)	--	--	--
BAKER	JERRY	20.00	03baker	406.00 (F)	✓	--	--
BAKER	MARIANNE	10.00	01baker	327.00 (D)	--	--	--
BARNES	LINDA	8.00	02barnes	18.00 (F)	--	--	--
BARNES	VINCENT	8.00	03barnes	8.00 (F)	--	--	--
BARNETT	BETSEY	7.00	01barnet	7.00 (F)	📄	--	--
BATALIA	MARIE	30.00	--	30.00 (A+)	--	--	--
BB	Sample	34.00	--	34.00 (34)	--	--	--
BEAUDRY	DIANE	28.00	--	28.00 (A-)	--	--	--
BELL	BARBARA	20.00	--	20.00 (D)	--	--	--
BELLERT	MARYROSE	30.00	--	30.00 (A+)	--	--	--
BERNTSEN	CHRISTINE	25.00	--	25.00 (B-)	✓	--	--
BETZ-ZALL	JONATHAN	20.00	--	20.00 (D)	--	--	--

Selected Rows: 0

Move To Top Email Iron Legend

2. Next screen make the following selections:

- Data: Select Full Grade Center
- Options: Delimiter Type--Tab
- Save Location: Include Hidden Information--No
- Submit.

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades 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 Grading Period Week_1

Selected Column Conversation 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

Internet | Protected Mode: Off 100%

3. Click on Download. (NOTE: the right click option does not work)

Note for Mac users: Try holding the control key down before clicking the download button. Then, click "Download.

4. Click on save and save to your computer. Notice that the file extension is .csv and you will be able to open the .csv file in Excel.

5. Name your file, for example, 2007WINTERENG01N1, and select Save to save the file on your hard drive.

6. Click close.

You can now open your file and make sure that all the data is correct.

You are done!