

# Downloading your Blackboard Grade Center

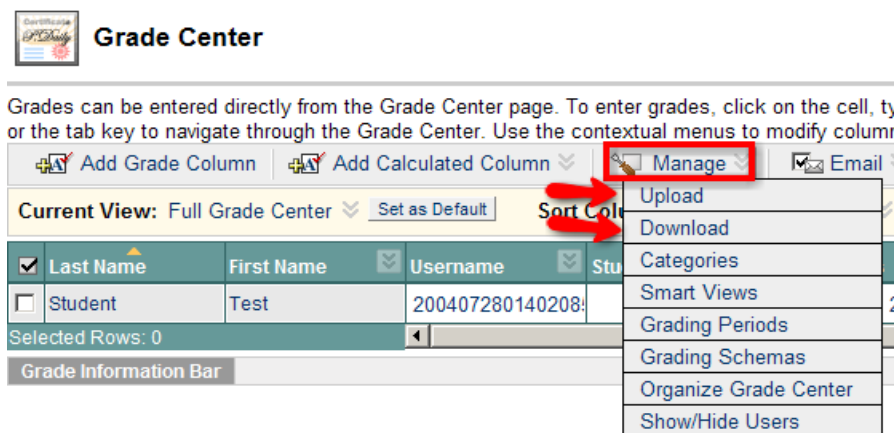
CUNY policy requires that you permanently retain all course grades. If you keep your student grades on Blackboard, we recommend that you download them at the end of every semester so that they can be viewed and printed outside of Blackboard, using Excel.

## To download data from the Grade Center:

1. Navigate to the **Grade Center** from the **Control Panel**.
2. Download the Grade Center information from the **Manage** Menu in the action bar, as shown in the picture below.

new!

**NOTE:** Unlike Blackboard 6, the **Upload** and **Download** functions are not on the top level of the action bar but are located in **Manage** menu of the **Grade Center**.



**Grade Center**

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade, and press the tab key to navigate through the Grade Center. Use the contextual menus to modify column settings.

Current View: Full Grade Center | Set as Default | Sort Columns

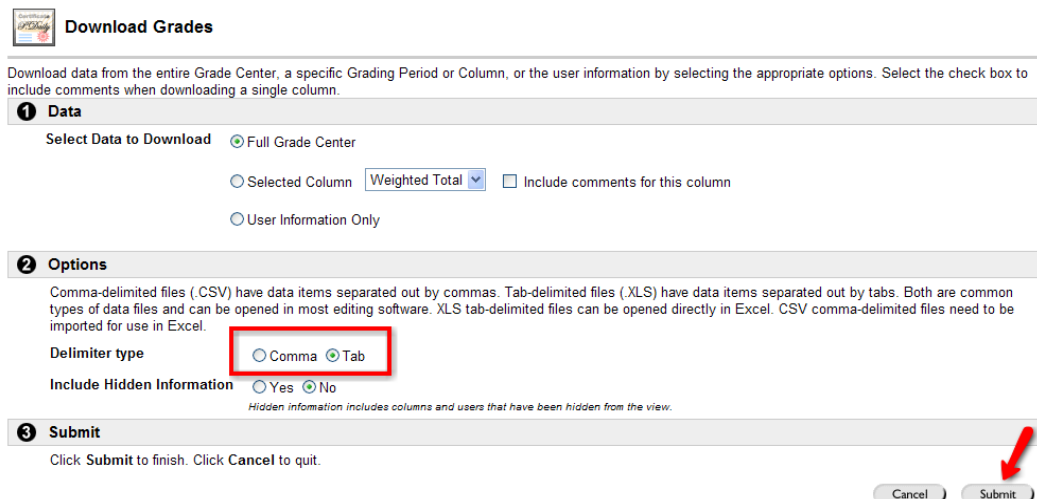
<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student ID
<input type="checkbox"/>	Student	Test	200407280140208	

Selected Rows: 0

Grade Information Bar

- Upload
- Download
- Categories
- Smart Views
- Grading Periods
- Grading Schemas
- Organize Grade Center
- Show/Hide Users

3. You will see the **Download Grades** page. In the **Options** section, select how you want the data items to be formatted. If you plan to view the data in Excel, we recommend that you download the grade center data in the **tab-delimited format (.XLS)** format as in the example below.



**Download Grades**

Download data from the entire Grade Center, a specific Grading Period or Column, or the user information by selecting the appropriate options. Select the check box to include comments when downloading a single column.

**1 Data**

Select Data to Download

Full Grade Center  
 Selected Column   Include comments for this column  
 User Information Only

**2 Options**

Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out 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 Excel. CSV comma-delimited files need to be imported for use in Excel.

Delimiter type

Comma  Tab

Include Hidden Information  Yes  No

Hidden information includes columns and users that have been hidden from the view.

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

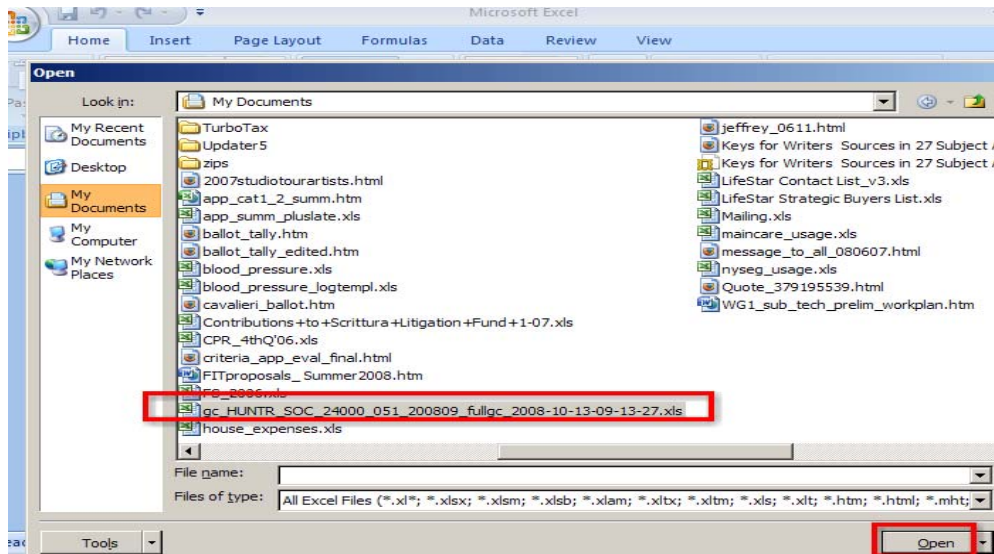
4. Click the **download** button and **save** the file to your computer.

**NOTE: DO NOT** double click on the file to open it. If you double click on the file you downloaded from the Grade Center, some of the data will get distorted. You must start the MS Excel program first and import the file according to the instructions below.

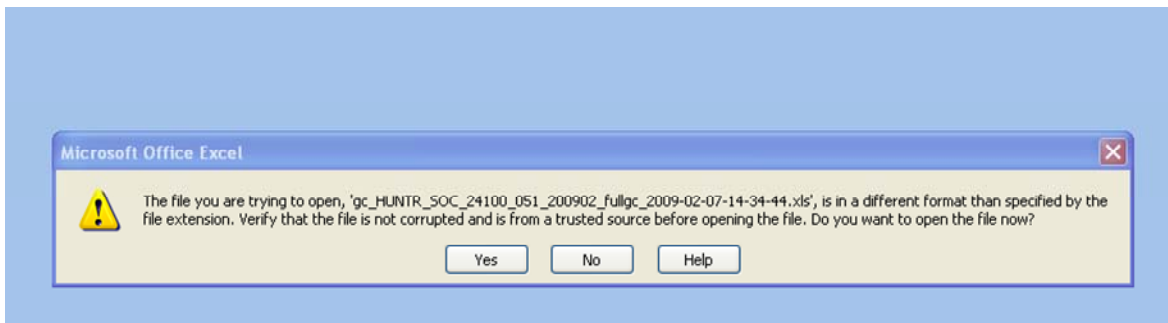
Once you have downloaded your Grade Center data from Blackboard, you can open it in a spreadsheet program such as Excel to print it.

### To open a Grade Center data in Excel:

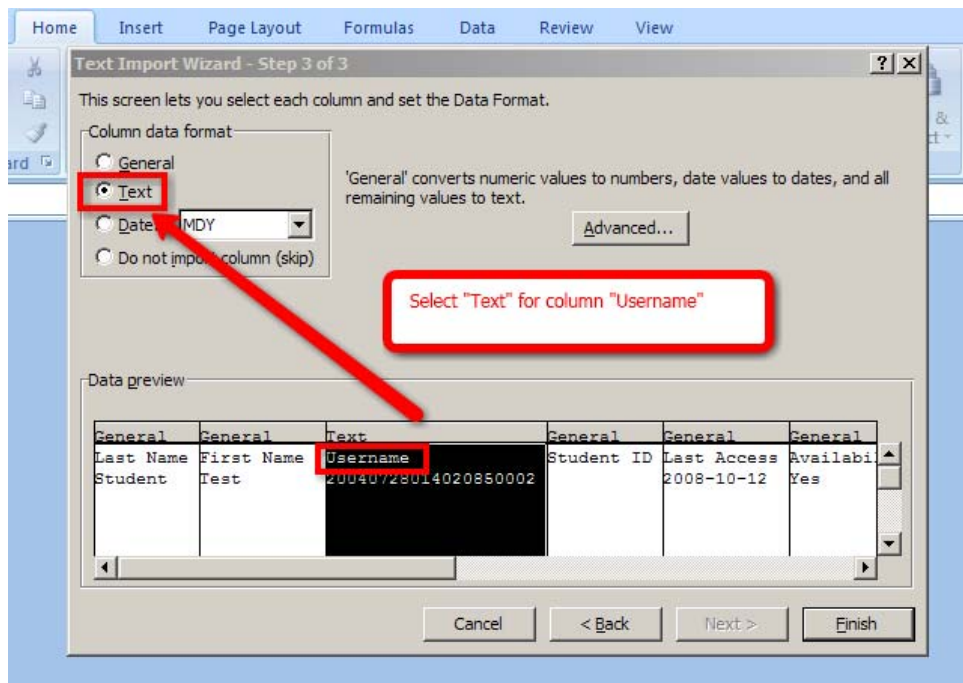
1. Start the MS Excel program first. **DO NOT** double-click on the file to open it or some of the data will get distorted and you will be unable to upload the Grade Center data to Blackboard. If you accidentally double click on the downloaded file to start Excel, close the file without saving and continue with the step.
2. Use the **Open** (or **Ctrl + O**) command in MS Excel to locate and open the Bb file you downloaded from the Grade Center. (The generic form of the filename is: **gc\_courseid\_fullgc\_year\_mo\_day\_hour\_min\_sec.xls** – see screen shot above for a concrete example).



**NOTE:** If you are using Office 2007, you will see a warning message when you attempt to open the file (see screen shot below). This warning can be ignored.



- This will automatically open the **Text Import Wizard** dialog box. Click the **Next** button to accept choices in step 1 and step 2 of the **Text Import Wizard**.
- In step 3, click on the **Username** column and change the **Column data format** from **General** to **Text** (see the example below). **NOTE:** Selecting this format ensures that the **Username** column entry remains unchanged when the file is opened in Excel. This maintains compatibility with Bb, allowing you to later upload an updated version of the file into the Grade Center. If you do not select this format, Excel will not correctly read all 20 digits of the data in the **Username** column.



- Click the **Finish** button to complete the process and view the Grade Center date in Excel (see screen shot below).

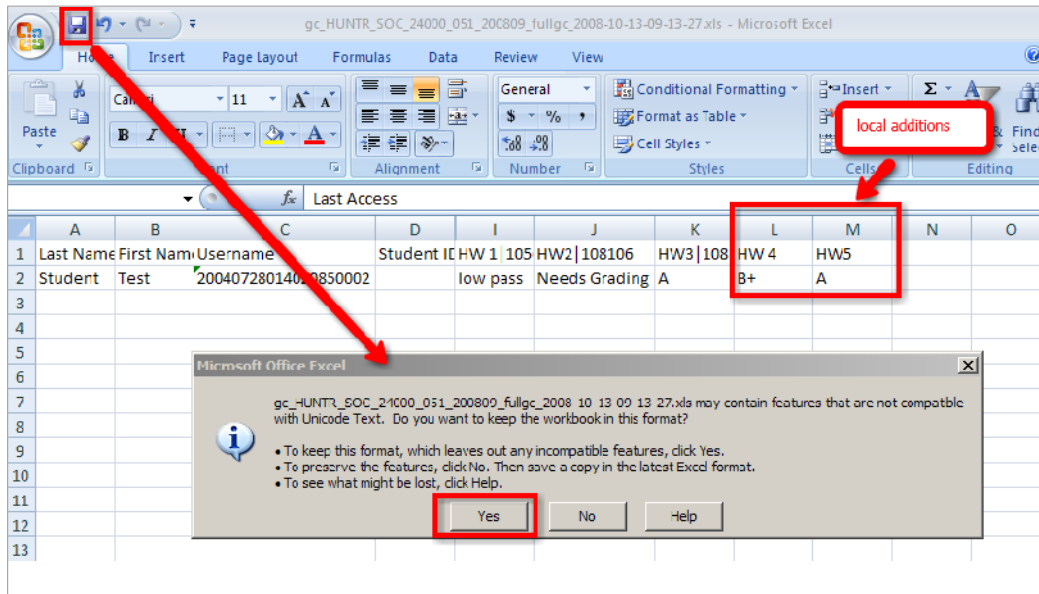
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	643	HW 1
2	Student	Test	20040728014020850002		10/12/2008	Yes			low p
3									

- If desired, update the grades in the Excel file. New grades and additional columns can be uploaded to the Blackboard Grade Center.

**NOTE:** We **DO NOT** recommend making changes to columns created by a Blackboard Assignment or SafeAssignment if you plan to upload the grades to Blackboard. Changing the grades in Excel may result in a discrepancy in the grades seen by students for that assignment. For more information about this problem, see our document “Entering Grades for Blackboard Assignments.”

7. Save the Excel worksheet. You will see the dialog box shown in the screen shot below. If you want to upload the Grade Center data to Blackboard, click the **Yes** button to save the file in a format that Blackboard will recognize.

**NOTE:** Saving the file this way means that you will lose Excel functionality, such as formulas you have entered, the next time you open the file. If you do not plan to upload the Grade Center data to Blackboard, select **No** to retain Excel functionality.



### To Print:

1. Select **Print...** under the **File** menu.
2. Click on the **OK** button.