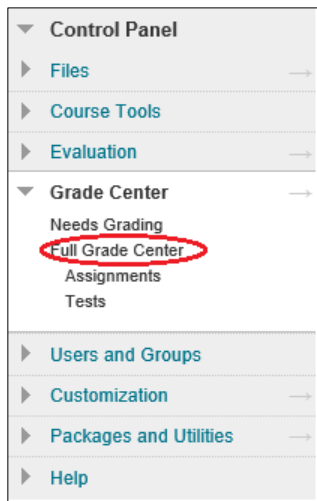


## Backing Up the Grade Center

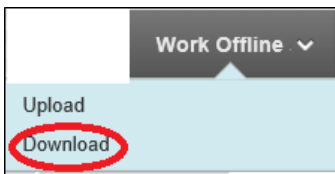
The Grade Center can be backed up so that you have an easily accessible copy of grades assigned to students and can refer to it after the class has been backed up at the end of the semester.

### How to Back Up the Grade Center

1. From the **Control Panel** select **Grade Center, Full Grade Center**



2. Click **Work Offline**
3. Click **Download**



4. Use the default settings

**Data**

Select Data to Download

Full Grade Center

Selected Column Total  Include Comments for this Column

User Information Only

---

**Options**

Delimiter Type

Comma  Tab

Include Hidden Information

Yes  No

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

---

**Submit**

5. Click **Submit**
6. Click the **Download** button

## 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

7. Click **Open** or **Save**.
8. Save your grade center using a meaningful title such as course title and semester. The file will be as an Excel spreadsheet (minus the formulas) and will operate just like a Word table)

D2		fx		5															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
Last Name	Username	Student ID	01A Demc	01B Demo	01C Wed	102A Demc	03B Wiki	03A Speec	Week 2 P	Week 2 P	Demo #1	Week 1 Su	How This	02B Ex Cd	Total [Tot				
Schmo	schmoj		5		6	4	7								F				

**Additional Resources:** Blackboard Help <https://help.blackboard.com>