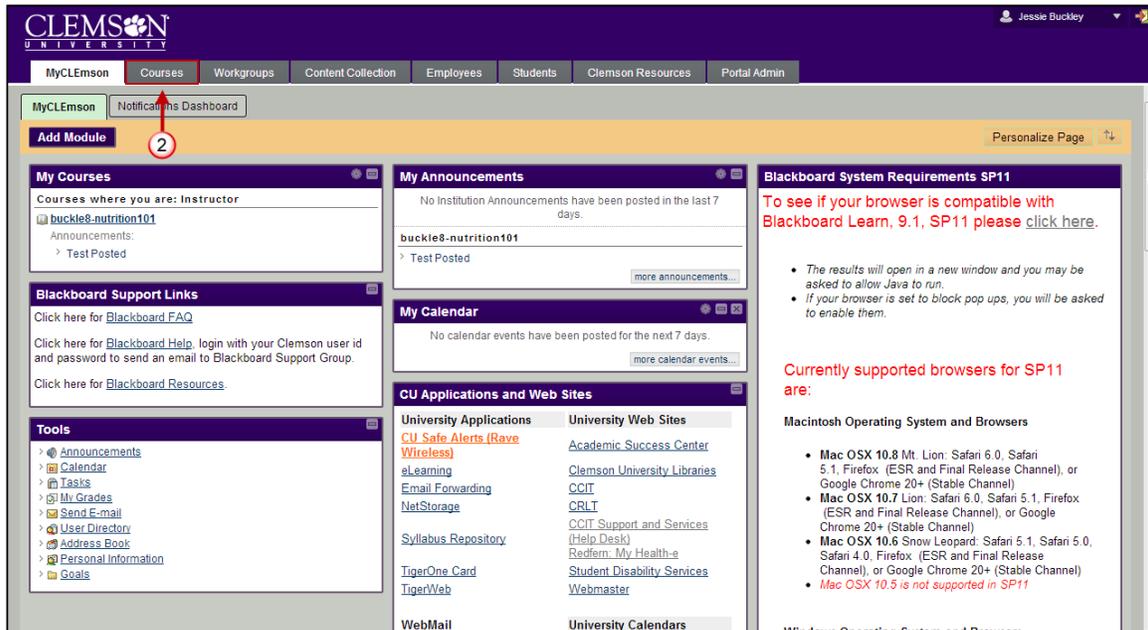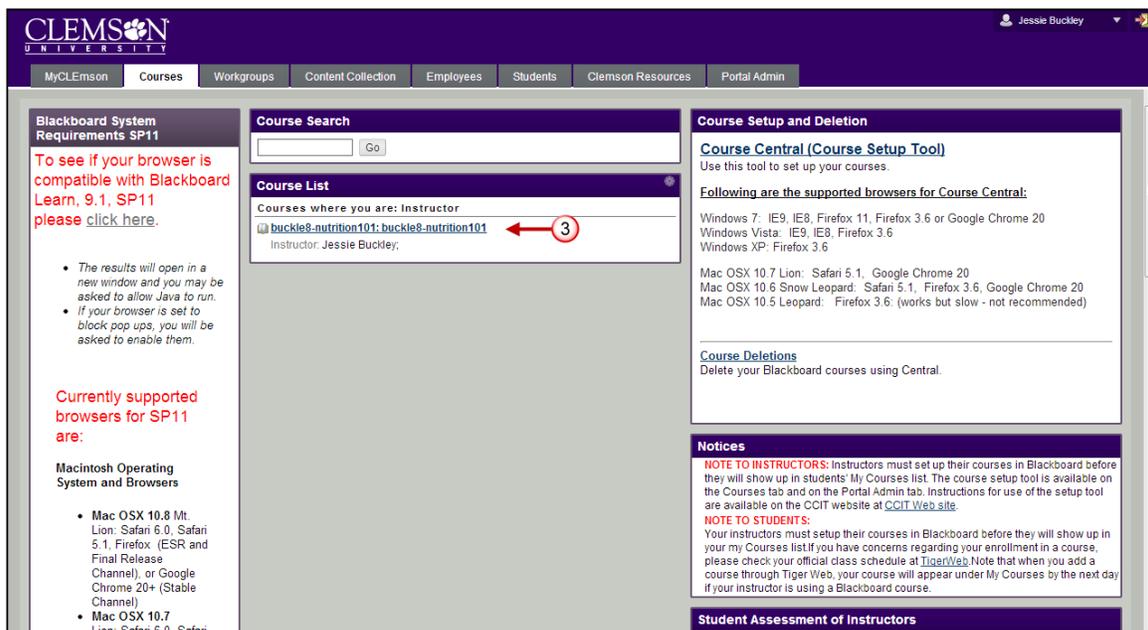# Downloading from the Grade Center
Blackboard Learn Beginners

To Download from the Grade Center:
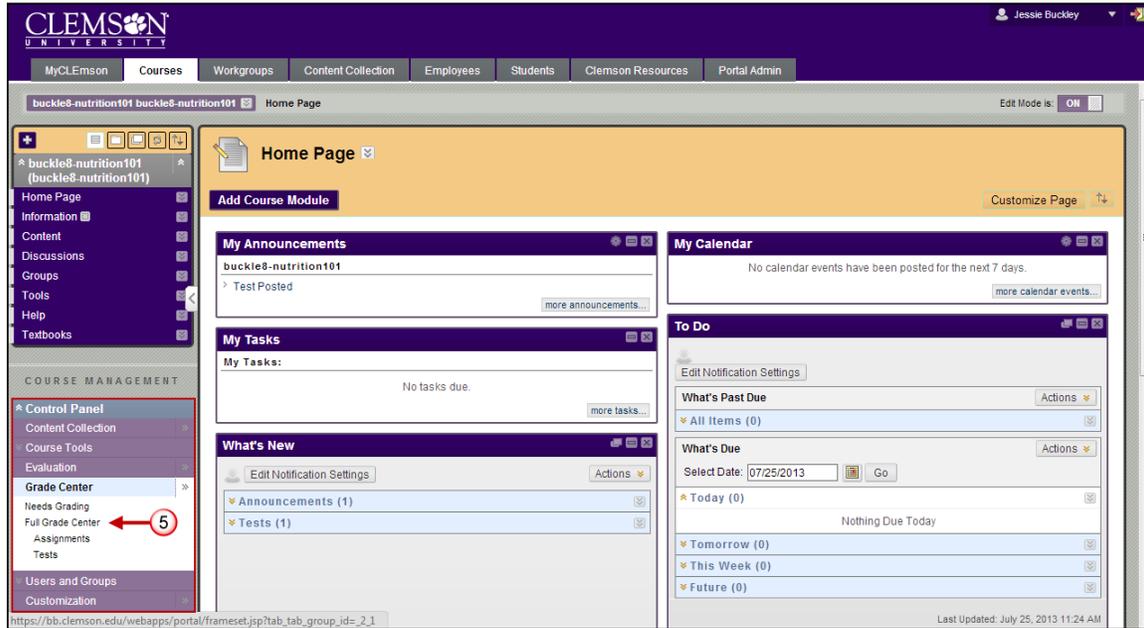
1.   Login to Blackboard Learn.
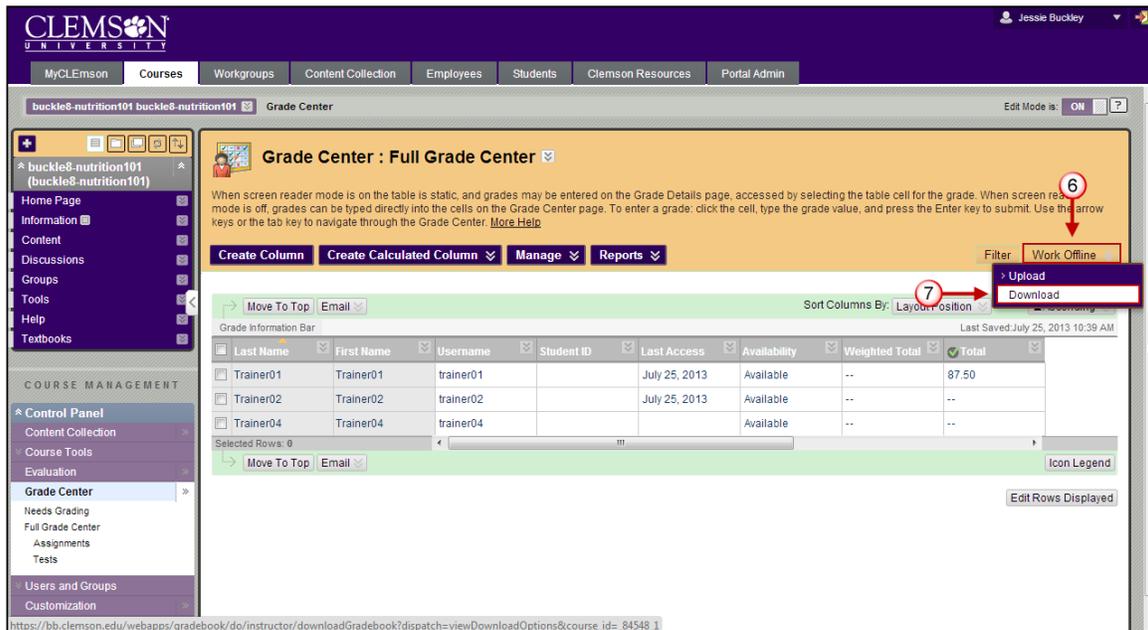

2.   Click the **Courses** tab.

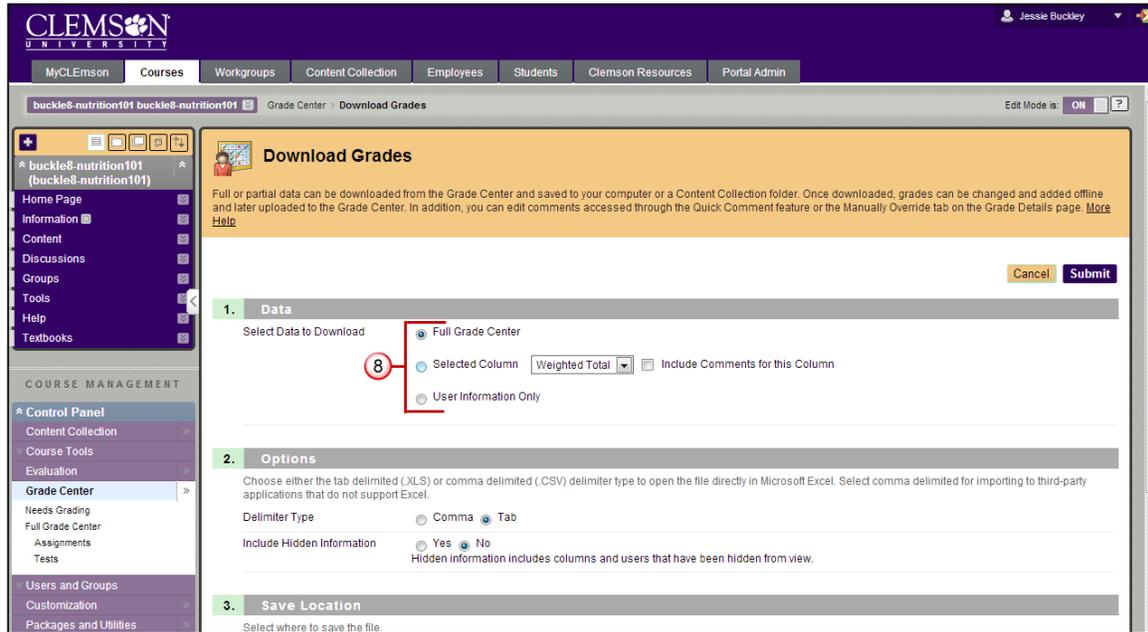3.   Click the course to open from the **Course List** module.

4. The course entry page will be displayed. From the **Control Panel**, click the chevron to expand **Grade Center**.


5. Click **Full Grade Center**.

6. The Grade Center page is displayed. Hover your mouse over **Work Offline**.

7. Then select **Download**. The Download Grades page is displayed.

8. Select the Data to Download.

   a. **Full Grade Center –** Contains all columns and associated data.

   b. **Selected Grading Period** – Contains all the columns and data associated with the selected grading period. Grading Periods must be created in the Grade Center before they can be chosen.

   c. **Selected Column –** Using the drop-down menu, select one column and its data. Check the box to include comments for the column. Select the checkbox to **Include Comments for this Column** if desired.

   d. **User Information Only** – Columns containing student data such as First Name, Last Name and User Name are included.

9. Select the file **Delimiter Type**.
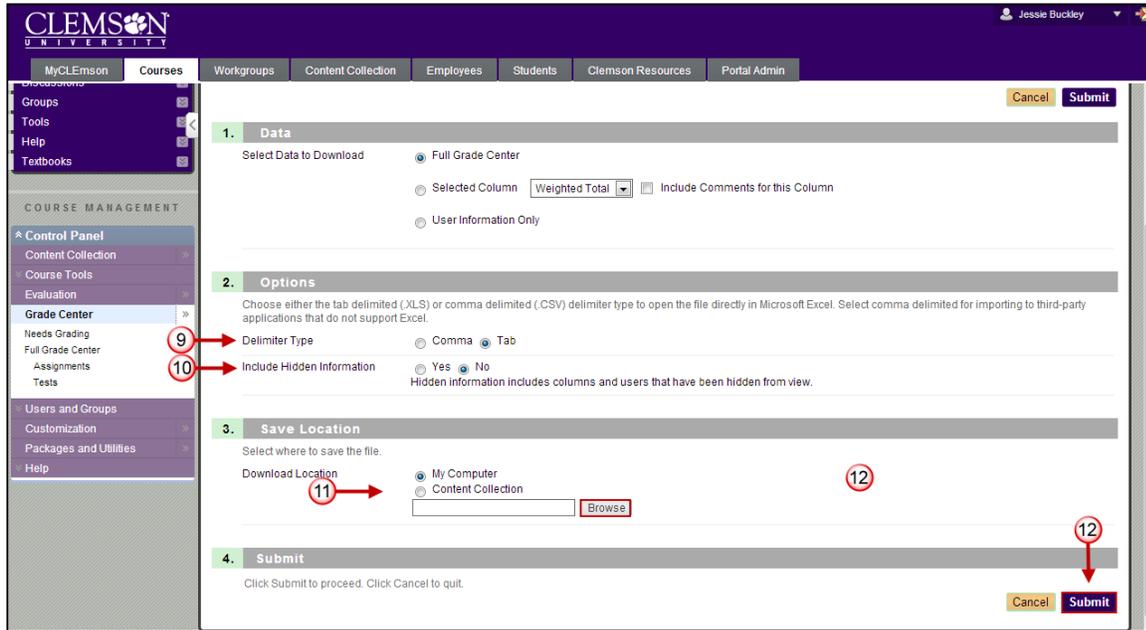
10. Select whether to **Include Hidden Information**.

11. Select the location for the download. Files downloaded to the **Content Collection** need to be saved in a folder. Click **Browse** to select a folder in the **Content Collection**. If you are saving to your local computer, select **My Computer**.

    Note: Only **Browse** for a folder to save the grade center to if you are saving to the **Content Collection**.

12. Then click **Submit**.
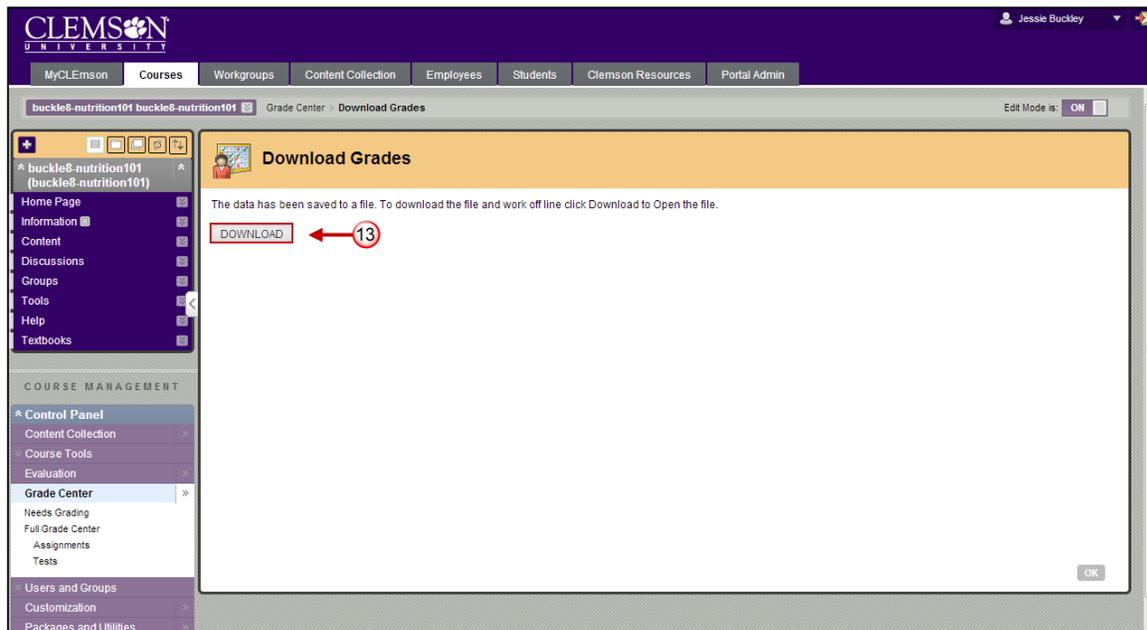
13. Then click **Download**.
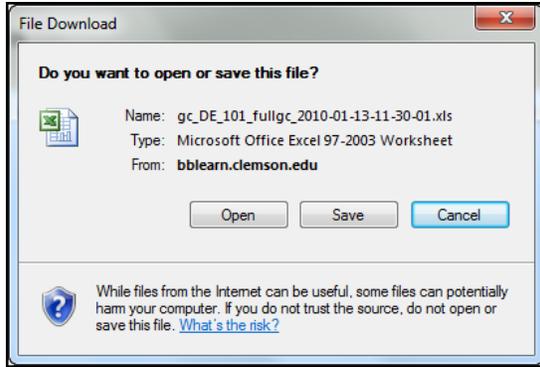
14. Click **Save**, to save a copy of the grade center to your local computer.

    Note: The pop-up window may vary depending on the browser being used and the browser preferences. The file may start downloading on the bottom of your screen. If so click Open and from there you can save a copy to your local computer and the grade center will download into Microsoft Excel.

15. Click **Open**, to open the grade center download in Microsoft Excel.