# How to Export Your Blackboard Grade Center to Excel

Blackboard allows you to export your grade center to a format that can be used with spreadsheet programs such as Microsoft Excel. This allows instructors to make a back-up copy of their grades at any point in the course.

1. On the Control Panel select, Grade Center. If you have created a Smart View that you want to download you can choose it from the menu. Otherwise, select **Full Grade Center**.
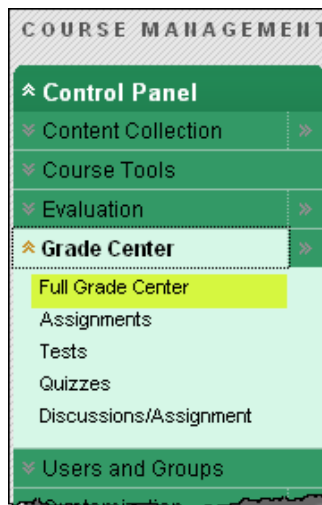
2. In the top right corner of the Grade Center, select the **Work Offline** Menu. Then select **Download.**
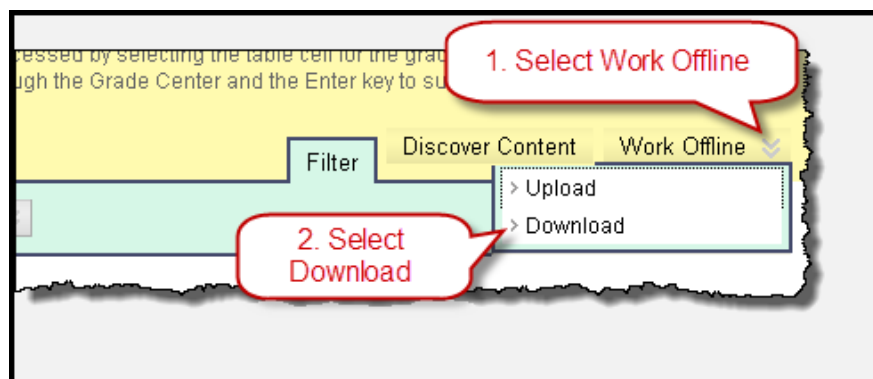
3. In the Data section of the Download Grades page, select the radio button beside "Full Grade Center." If you want to download specific columns, use the drop down menu beside "Selected Column" to choose those columns.

4. In the Options Section, it is recommended that you choose **Tab** as the Delimiter Type. If you want to include any information that may have been hidden select "Yes" beside "Include Hidden Information."

5. Since you are saving the Grade Center to your computer, leave the radio button beside "My Computer" selected. In a later step, you will be prompted to specify where you want the file saved on your computer. (You do not need to use the Browse button unless you are saving the Grade Center to the Blackboard Content System.)

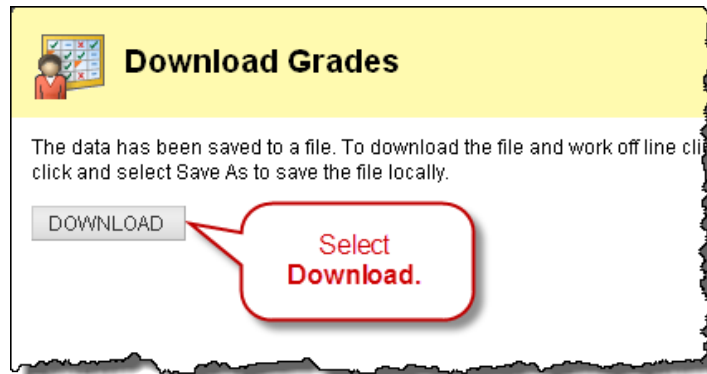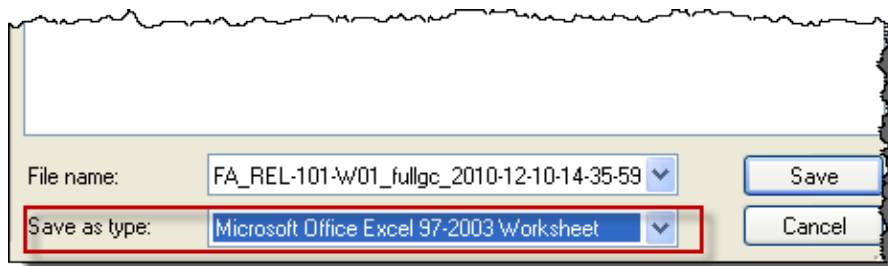6. Click Submit. When the Download Grade page opens, click the DOWNLOAD button.

7. A File Download dialog box will open. Click **Save** and then specify the location on your computer where you want the file to be saved. If you want to change the name of the file, you may do so in the File Name text box. Make sure that the file type is **Microsoft Office Excel** and then click **Save**.

8. When the Download Complete dialog box is displayed, click **Open**.
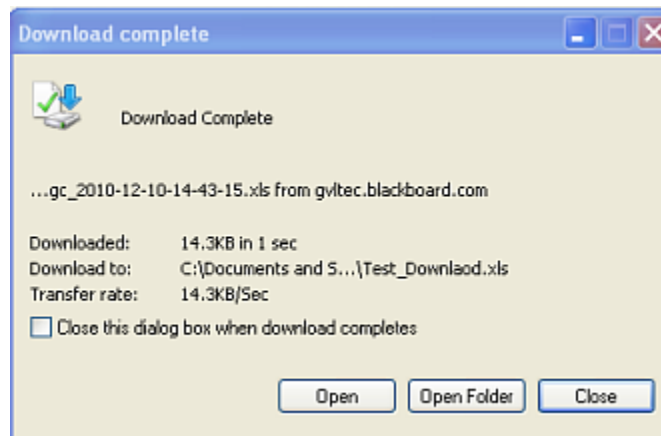
9. Your computer will launch Microsoft Excel, and a warning message will be displayed. Since you know this file is from a trusted source, select **Yes**. The Grade Center will open in the Excel spreadsheet. You are now able to format, use formulas, print, and use any tools that are available to you in Excel.

Microsoft Office Excel

The file you are trying to open, 'gc_2010FA_REL-101-W01_fullgc_2010-12-10-14-16-49.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

[Yes]   [No]   [Help]