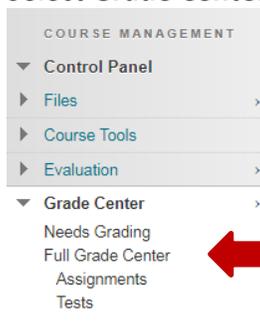

BLACKBOARD END OF SEMESTER: GRADE CENTER

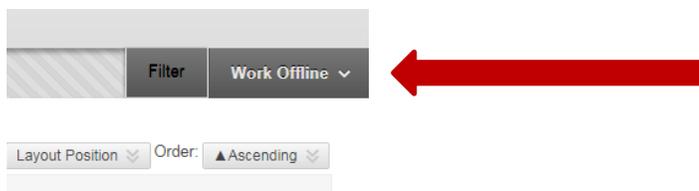
DOWNLOADING & SAVING (ACADEMIC)

If you are using the Grade Center in Blackboard, you will need to export and download your grades to your network drive at the end of the semester at the same time you enter your grades into WhitNet. It is good practice to download grades at mid-term and at the end of each semester. Whitworth does not archive Blackboard grades. Once a student leaves the institution or graduates, the student is disabled in Blackboard and you will be unable to view any data related to that student in Blackboard including their grades. When downloading the Blackboard Grade Center, Blackboard downloads the grade data without calculations. Some departments require you to turn your gradebook into your program assistant. Check with your program assistant to see if you are expected to turn your gradebook into your department at the end of the semester. Keep in mind that grade center data falls under FERPA. Do not download it to your personal computer or carry it on a flash drive. When emailing any gradebook file, email it through the Whitworth email system. Do not use your personal email.

1. Log into **Blackboard**
2. Select **your course**
3. Select **Grade Center>Full Grade Center**



4. Select **Work Offline>Download**



5. Select **Submit**

Download Grades
Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download Full Grade Center
 Selected Column (Weighted Total) Include Comments for this Column
 User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab
Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit



6. Select **Download**

Download Grades

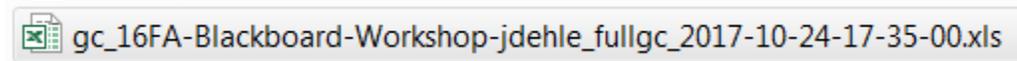
The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD



- Depending on your browser, it may automatically download to your Downloads folder or your browser may ask you to save the file somewhere

The file will download the raw data without any calculations. The file name convention by default is `gc_name` of `course_fullgc_date-of-download.xls`



- Save** the file to your network drive
- Delete** the file on your hard drive
- Delete** it from your trash or recycle bin