



Blackboard Learn Back Up Grade Center

This handout is for instructors who want to back up their Blackboard Learn Grade Centers; each course has its own Grade Center and each one must be backed up individually. The handout covers the steps required to download a Grade Center).

Open a Grade Center

1. Go to a course in Blackboard Learn
2. Scroll down to Course Management
3. Open Grade Center
4. Select Full Grade Center

Download the Grade Center

1. Select Work Offline, then download
2. Use the default settings
3. Browse for a download location
4. on your computer
5. Select Submit

The screenshot shows the 'Full Grade Center' interface in Blackboard Learn. At the top, it says 'Grade Center : Full Grade Center' with a dropdown arrow. Below this is a help text: 'The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)'. The interface includes several menu items: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. On the right side, there are 'Filter' and 'Work Offline' options. Below the menu items, there are 'Move To Top' and 'Email' buttons. The 'Sort Columns By' is set to 'Layout Position' and the 'Order' is 'Ascending'. A 'Grade Information Bar' is visible, showing 'Last Saved: August 17, 2020 5:09 PM'. The main table has columns for 'LAST NAME', 'FIRST NAME', 'USERNAME', 'STUDENT ID', 'LAST ACCESS', 'AVAILABILITY', 'WEIGHTED TOTAL', and 'TOTAL'. The table contains five rows of data:

LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	WEIGHTED TOTAL	TOTAL
				August 21, 2020	Available	--	--
				August 25, 2020	Available	--	--
				August 25, 2020	Available	--	--
				August 19, 2020	Available	--	--
				August 20, 2020	Available	--	--