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

Grade Center : Full Grade Center ⌄

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help

Create Column   Create Calculated Column ⌄   Manage ⌄   Reports ⌄   Filter   **Work Offline** ⌄

Move To Top   Email ⌄   Sort Columns By: Layout Position ⌄   Order: ▲Ascending ⌄

Grade Information Bar   Last Saved:August 17, 2020 5:09 PM

☐	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	--	--