

You can choose the Work Offline option in your Grade Center to download student grades for individual assignments, or your entire grade center to keep a copy of all grades for your records.

## Download a Copy of your Grade Center **Course Management** You can create a back up of your Grade Center at any time during your course. **Control Panel Content Collection** Ð 1. In your Course Menu under 'Course Management' expand the Grade Center link **Course Tools** Evaluation 2. Click 'Full Grade Center'. **Grade Center** Needs Grading **Full Grade Center** Assignments Tests At the top right of your grade center look for 'Work Offline' 3.

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4. From the Work Offline menu, choose 'Download'. Filter Work Offline Upload Upload Download

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5. From here you can choose 'Full Grade Center' or 'Selected Columns' to download.

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6. Choose Location: You can save a copy to your computer, or a to Content Collection (in Blackboard Learn). Choose "my computer" if you want to have a back up copy for safe keeping.

7. Click <b>'Submit</b> '.	SAVE LOCATION	SAVE LOCATION						
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8. Once you have clicked Submit you will see a message that your grades are available to download. Choose the '**Download**' button to download the file to your computer.

Download Grades	
The data has been saved to a file. To download the file and work offline, select <i>Downlo</i>	ad to open the file.