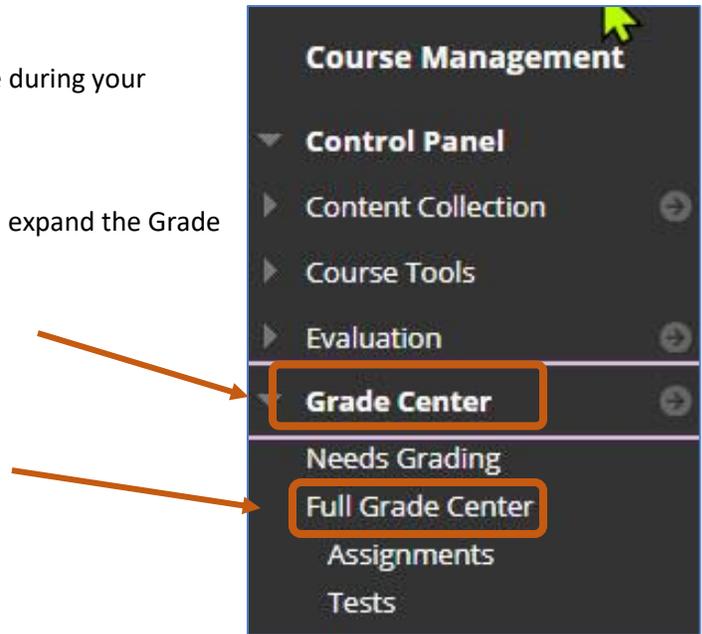


You can choose the *Work Offline* option in your Grade Center to download student grades for individual assignments, or your entire grade center to keep a copy of all grades for your records.

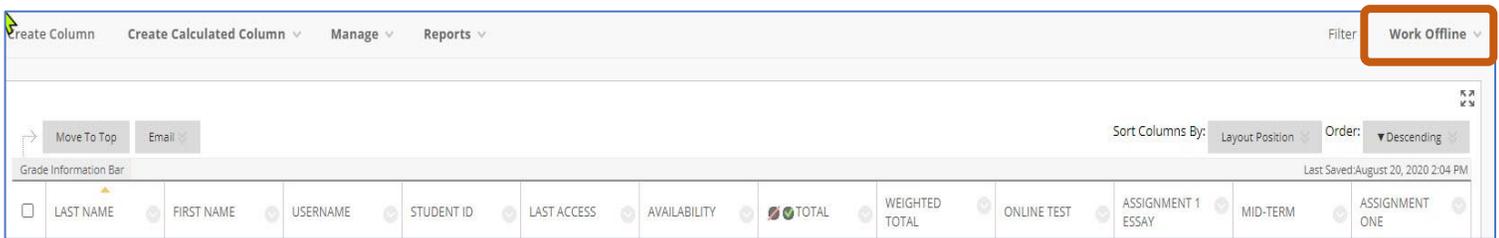
Download a Copy of your Grade Center

You can create a back up of your Grade Center at any time during your course.

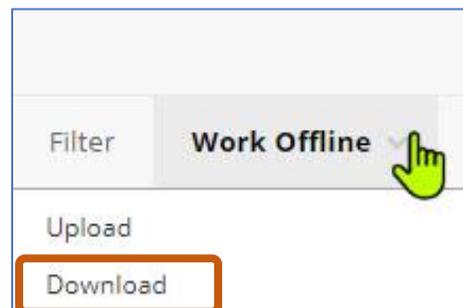
1. In your Course Menu under 'Course Management' expand the Grade Center link
2. Click 'Full Grade Center'.



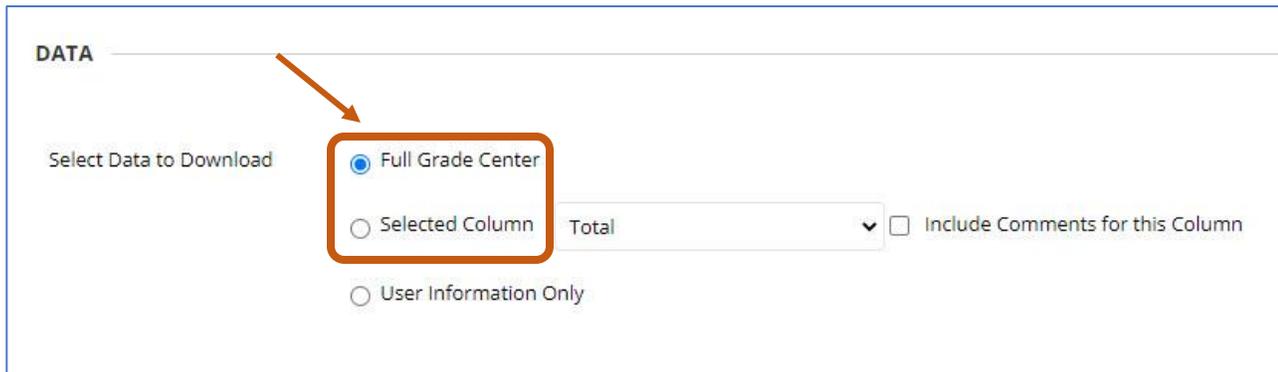
3. At the top right of your grade center look for 'Work Offline'



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



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



DATA

Select Data to Download

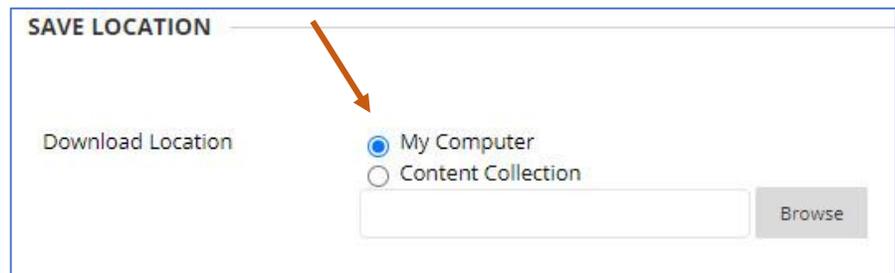
Full Grade Center

Selected Column Total Include Comments for this Column

User Information Only

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 'Submit'.



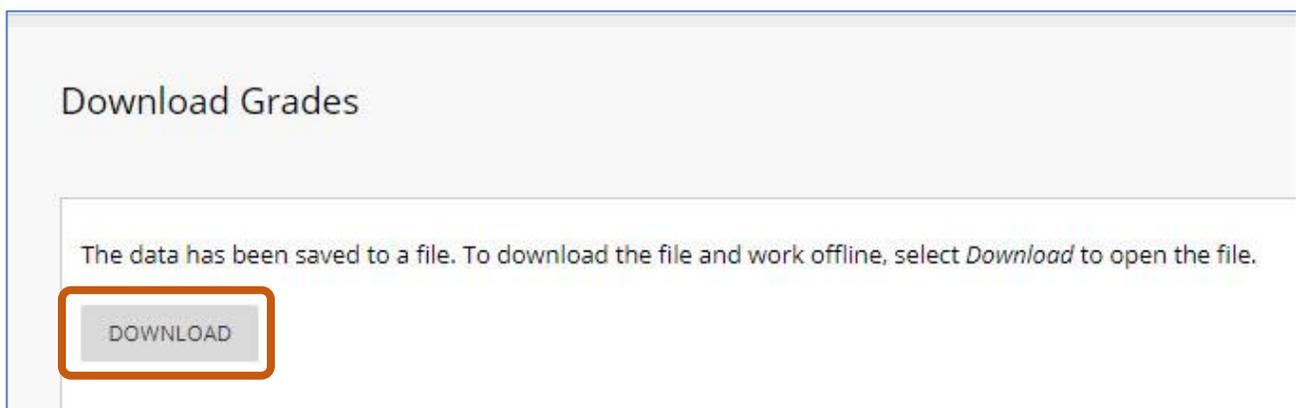
SAVE LOCATION

Download Location

My Computer

Content Collection

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 *Download* to open the file.