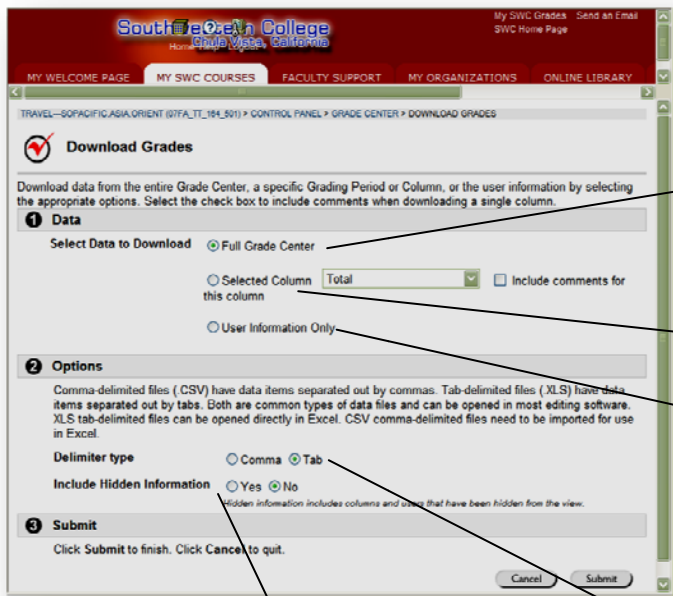


saved on a local computer drive and is recommended to preserve student grades in case the need arises where they need to be reviewed. [\(top of document\)](#)

Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading.

Please review the next figure to download the Grade Center:



As you did above click on the **MANAGE** in your Grade Center and then choose **download** to get to this screen

**1** Choose how much or how little of the grade center you wish to download:

**Full Grade Center:** Contains all columns and associated data

**Selected column:** Using the drop-down menu, select one column and its data. Check the box to include comments for the column. Select to **Include comments for this Column** if desired.

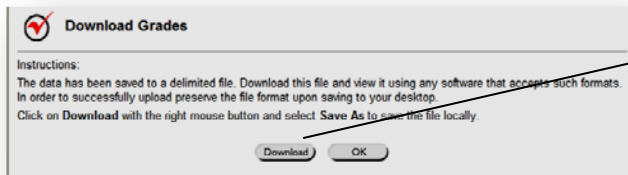
**User information only:** Only columns containing student data such as User Name are included

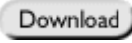
You can also choose grading periods and Smart View downloading if you use those features

**2** Choose what format you want to download the grade center into: Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .csv. Comma delimited files will not open directly in Microsoft Excel.

Choosing YES to hidden information: Hidden information includes columns and students that have been hidden from the view being downloaded.

Click on the SUBMIT button  to complete the download process.



Click **DOWNLOAD**  and save the delimited file to your desktop in a folder for safe keeping. You may need to **RIGHT-CLICK** the download button and then choose **SAVE TARGET AS** depending on your computer