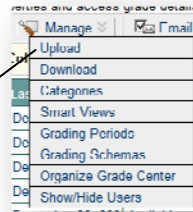


To upload a file to the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.




2. Select **Upload** from the Action Link menu.



1 Select browse to find the data file on your computer

It is recommended to leave the default choice to AUTO

3. **Browse** for the file. Files can be uploaded from a local computer or if available, from the Content System.
4. Select the Delimitter Type, **Comma**, **Tab**, or **Auto**. Auto will attempt to automatically detect the delimiter used in the selected file.
5. Click **Submit**  to upload the selected file.
6. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.

Review the **Data Preview** Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.

7. Click **Submit** to confirm and upload the file.

### Downloading your Grade Center:

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files can be