Downloading Bb Grade Center to Excel

At the end of the semester you can download the Grade Center from your courses to Microsoft Excel. This will allow you to:

- Easily print the Grade Center for a hard copy record
- Aid in the grade transfer to Banner (MyCentral)
- Save a digital record of grades
- 1. Select Work Offline > Download from the main Grade Center screen.

Grade Center: Full Grade Center 🗵		
In the <u>Screen Reader mode</u> , the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. <u>More Help</u>		
Create Column Create Calculated Column Manage Reports Filter Work Offline		
Move To Top Email Sort Columns By: Layout Position Order: Ascen		

 From the Download Grades screen, make the desired selections for Data and Options. In most cases the default option of Full Grade Center will suffice. Under Options, Tab delimited is preferred, also decide whether you want hidden information included.

Leave the **Save Location** at the default setting of My Computer. You <u>DO NOT</u> need to browse for a folder location at this time.

Click Submit.	1 Data			
	Data			
	Select Data to Download	Full Grade Center		
	Dominold	Selected Column Total 📄 Include Comments for this		
		Column		
		User Information Only		
	2. Options			
	Comma-delimited have data items se software. Tab-delii files need to be im make the file unrea	Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.		
	Delimiter Type	💿 Comm 💿 Tab		
	Include Hidden Information	Yes No No Hidden information includes columns and users that have been hidden from view.		
	3. Save Locat	Save Location		
	Select where to sa	ave the file.		
	Download Location	n Omeration Content Collection		

- 3. Click the **DOWNLOAD** button on the next screen.
- 4. When prompted, open or save the file to an appropriate location on your computer.
- 5. In Excel, you can:
 - Alter column widths for printing
 - Remove unnecessary columns and information
 - Perform additional grade calculations
 - To make grade entry into Banner easier you can remove all columns except the student name, 700# and final grade. Then print the spreadsheet to use for Grade entry into Banner.