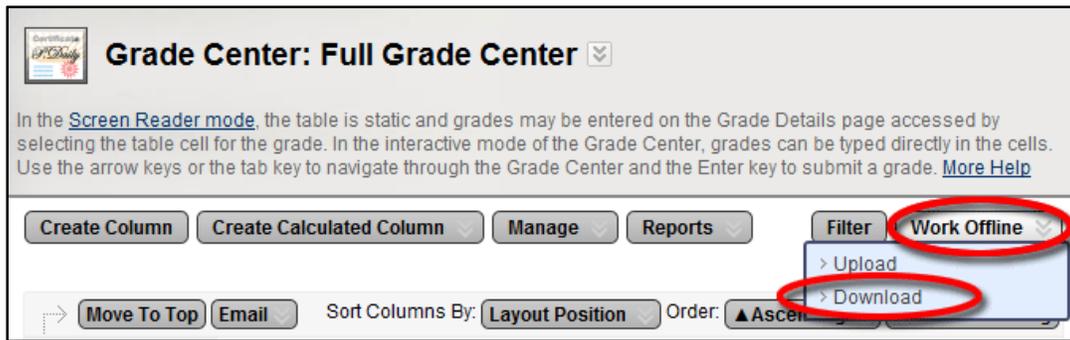


## Downloading Bb Grade Center to Excel

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

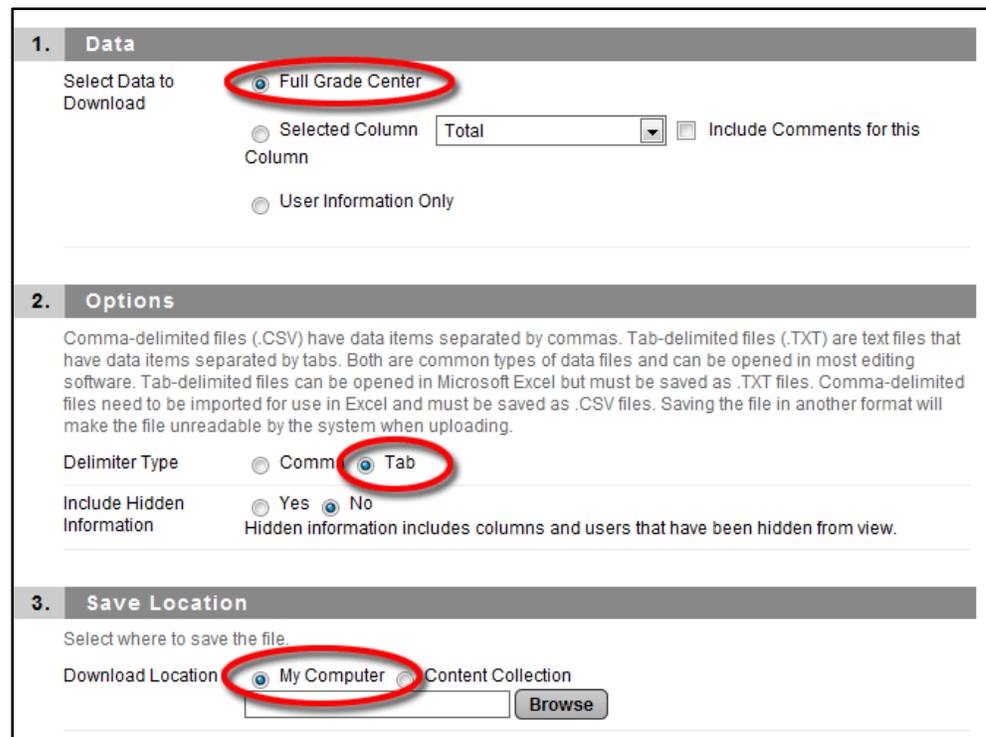
1. Select **Work Offline > Download** from the main **Grade Center** screen.



2. 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 DO NOT need to browse for a folder location at this time.

Click **Submit**.



**1. Data**

Select Data to Download

Full Grade Center

Selected Column   Include Comments for this Column

User Information Only

**2. Options**

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  
Hidden information includes columns and users that have been hidden from view.

**3. Save Location**

Select where to save the file.

Download Location  My Computer  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.