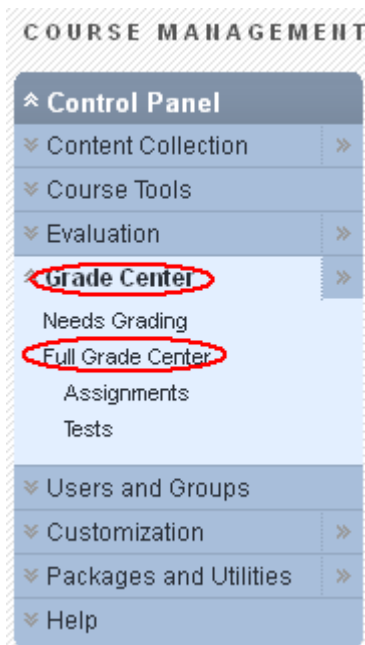


MxCC Distance Learning Documentation

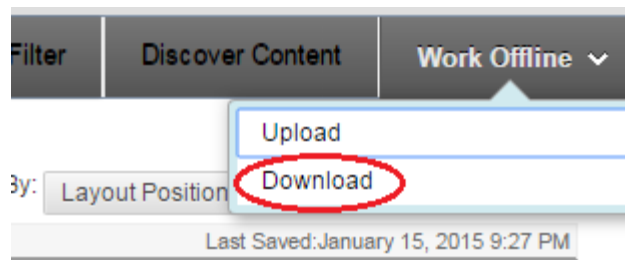
Blackboard - How to Download Grade Center

Blackboard courses will stay in Blackboard for two years. BOR policy is to keep grade record for 5 years. We recommend faculty download grade center and keep a record of how final grades were calculated.

1. In Control Panel, click “Grade Center and then “Full Grade Center”.



2. Click on “Work Offline” icon at the upper right corner of the page and select “Download”.



3. Keep “default” setting on the next page and click on “Submit”.

Download Grades

Cancel

Submit

DATA

Select Data to Download

Full Grade Center

Selected Column Total Include Comments for this Column

User Information Only

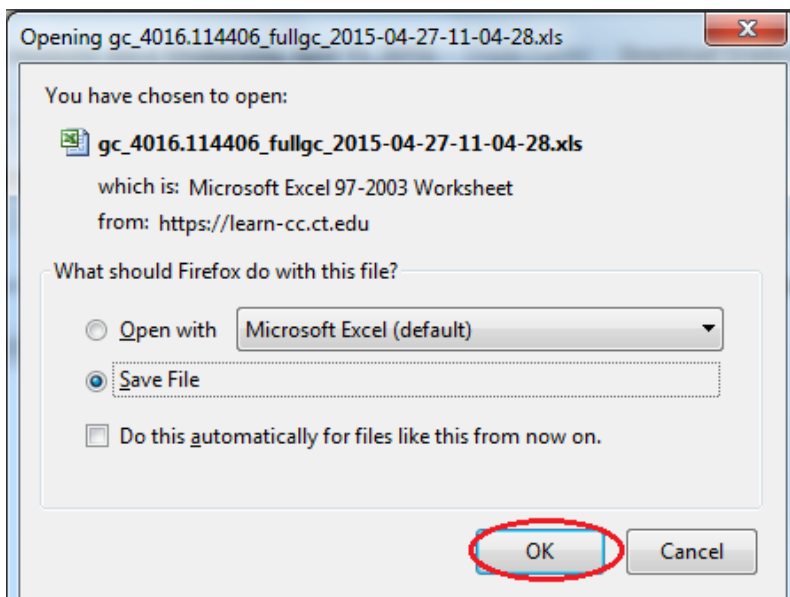
- At next page, click on "Download".

Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD

- When you are prompted with a dialog box, choose "Save".



MxCC Distance Learning Documentation

6. Choose a directory where you would like to save the grade center and give a name of the file. Click on Save.

