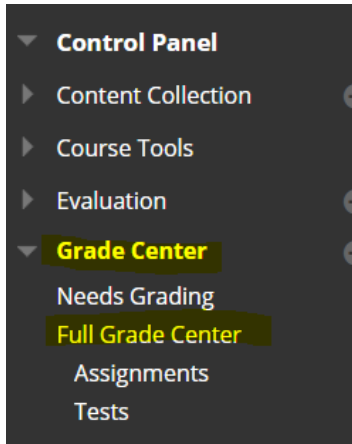


Blackboard - How to Download Grade Center and Grade History

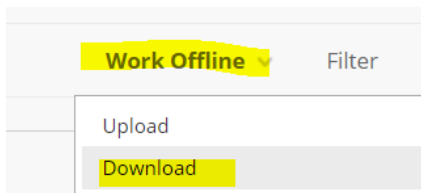
Blackboard courses will stay in Blackboard for two years. BOR policy is to keep student grade records for 5 years. We recommend faculty download Grade Center and Grade History and keep a record of all grades with instructor's feedbacks.

A. Download Grade Center

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".

MxCC Distance Learning Documentation

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column CourseGrade Include Comments for this Column

User Information Only

Click **Submit** to proceed.

Cancel Submit

4. 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.

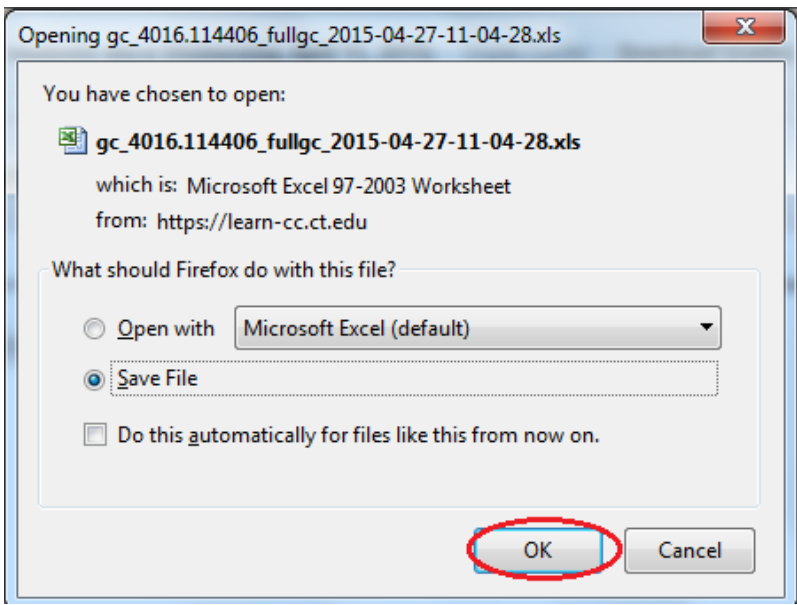
DOWNLOAD

5. (1) If you use Google Chrome browser, you will see an icon with the grade center file name located at the bottom left corner of the window. In Default, the file is stored in the Download Folder (Windows or Mac). You are recommended move the file from Download folder to your course folder.

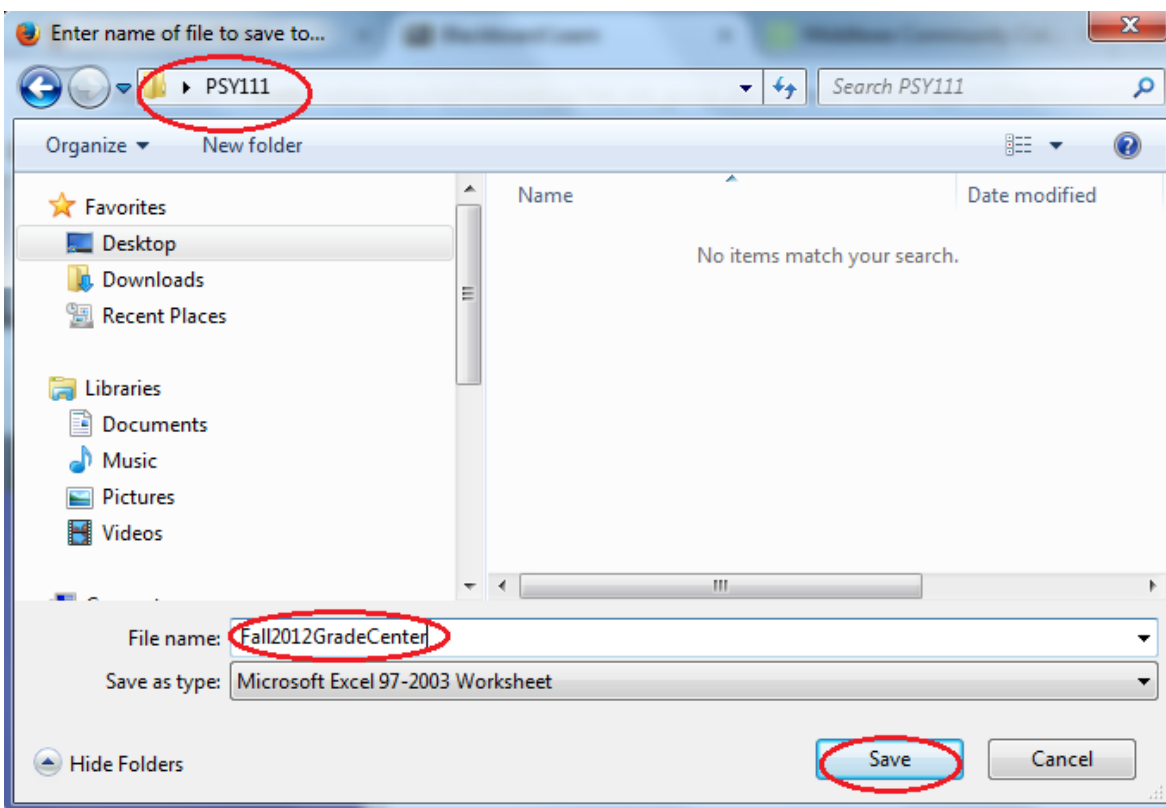


- (2) When you are prompted with a dialog box, choose “OK”.

MxCC Distance Learning Documentation



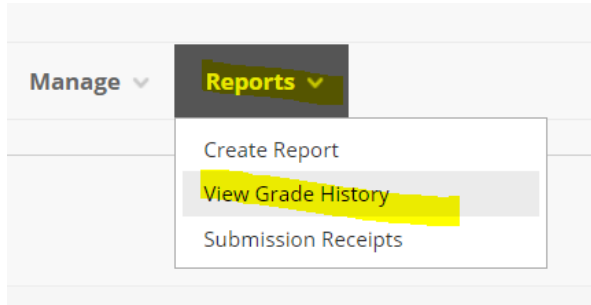
(3) Choose a directory where you would like to save the grade center and give a name of the file. Click on “Save”.



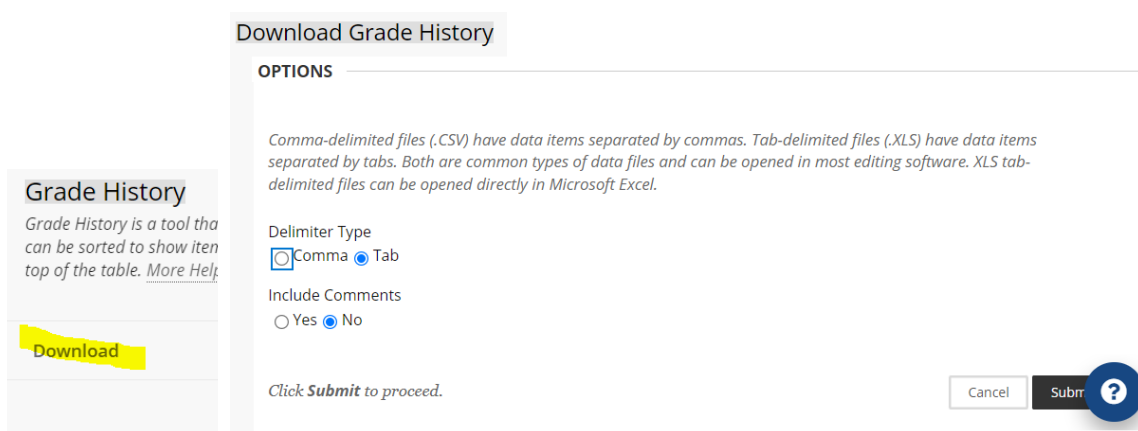
B. Download Grade History

MxCC Distance Learning Documentation

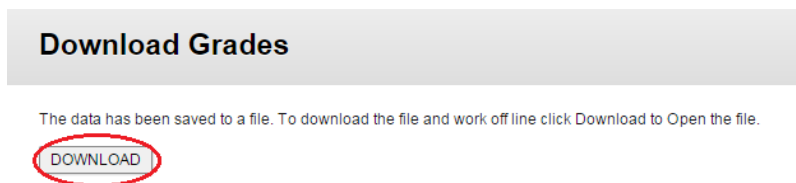
1. On Full Grade Center page, go to “Reports” and select “View Grade History”.



2. Click on “Download” on Grade History page and then click on “Submit” button at the bottom right corner of the page.

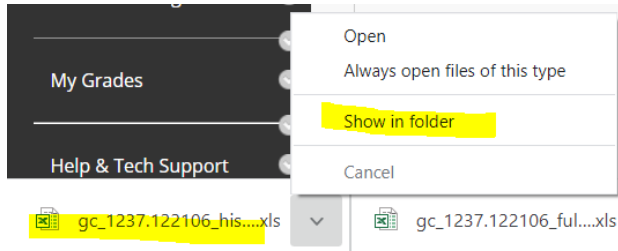


6. At next page, click on “Download”.



7. If you use Google Chrome browser, you will see an icon with the grade center file name located at the bottom left corner of the window. In Default, the file is stored in the Download Folder (Windows or Mac). You are recommended move the file from Download folder to your course folder.

MxCC Distance Learning Documentation



***** It is important that you create a class folder on your computer and store the grade center and grade history files on your course folder.**