



Backup Grade Center/ Download a Gradebook

1. Click **Work Offline** to the right of the Action Bar of the Grade Center
2. Select **Download**

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

3. Select Data to Download -> **Full Grade Center**
4. Select the file delimiter, **Tab**. (Use Tab, the file will open directly in Micros-oft Excel)
5. Select whether to **Include Hidden Information** in the downloaded data. Hidden information includes columns and students that have been hidden from the view in the downloaded file.
6. Select Download Location ->**My Computer**
7. Click **Submit** to start the download process.
8. Click **Download** to save the file to a local directory on your computer and open it in Excel