# Exporting Grades from Blackboard Learn

A Step-by-Step Guide for Faculty

## At a Glance

This guide will outline the steps to export student grades from Blackboard Learn™ and save the exported data to your computer. Please note that course backups do NOT contain Grade Center data. Use this procedure to save student grades for future reference.

## Export and Save Grade Center Data

Perform the following steps to export and save grade center data to your computer.

1. Open the course in Blackboard in which you want to export Grade Center data.
2. Locate the **Control Panel** and then click *Grade Center > Work Offline > Download.*
3. Verify that *Full Grade Center* is checked, *Delimiter Type* is **Tab** and *Include Hidden Information* is set to **No**. Click *Submit* after verifying this information is correct.
4. Click the *DOWNLOAD* button to save the Grade Center data to your computer. The file will be saved to the Downloads folder on Apple MacBooks. Windows users will need to specify the filename and location where the file should be stored.
5. Click *OK* to return to the Grade Center.
6. Exit Blackboard and open the downloaded file in Excel to verify the information is correct.

Note: We encourage you to create a folder on your computer titled, *My Grade Center Backups* and save your Grade Center export files to this folder for future reference.

## Additional Assistance

For additional assistance, see the Blackboard Learn Basics guide as well as other resources on the faculty tutorial site at http://www.fhu.edu/tutorials/faculty. Faculty may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111.


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