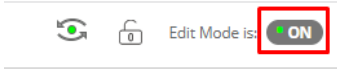# Download Grades
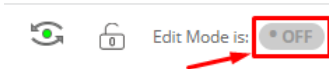
Downloading grades allows you to download an excel document to work with student grades offline.

**Make sure edit mode is on
(Top right of screen)**

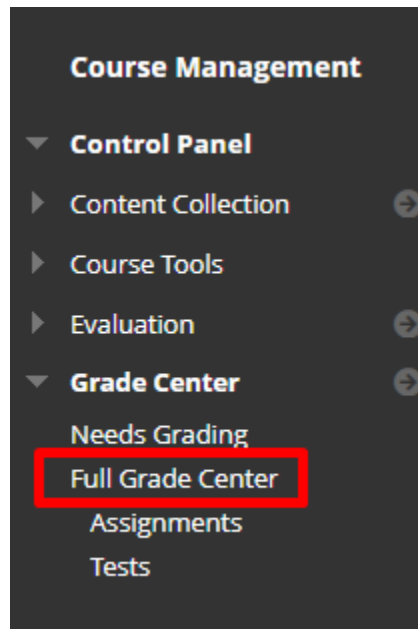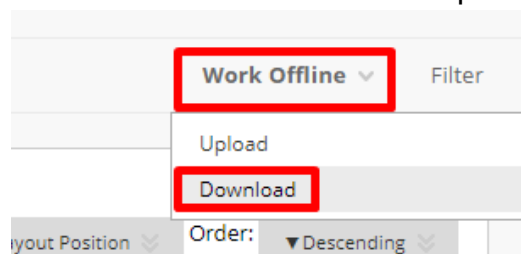| **Edit Mode is ON**	**Click to toggle.**	**Edit Mode is Off**
Edit Mode is: ON	Edit Mode is: OFF — CLICK TO TOGGLE EDIT MODE ON.	Edit Mode is: OFF

1. On the left menu click on Grade Center then Full Grade Center.

Course Management

▼ **Control Panel**
▶ Content Collection
▶ Course Tools
▶ Evaluation
▼ **Grade Center**
   Needs Grading
   Full Grade Center
   Assignments
   Tests

2. On the right hand side click Work Offline and then press Download.

Work Offline ∨   Filter

Upload
Download

yout Position   Order: ▼ Descending

3. Choose the data that you would like to download. Usually you want the Full Grade Center.
4. Press Submit.

5. If you are using Chrome it should download and show up on the bottom left hand of your window.
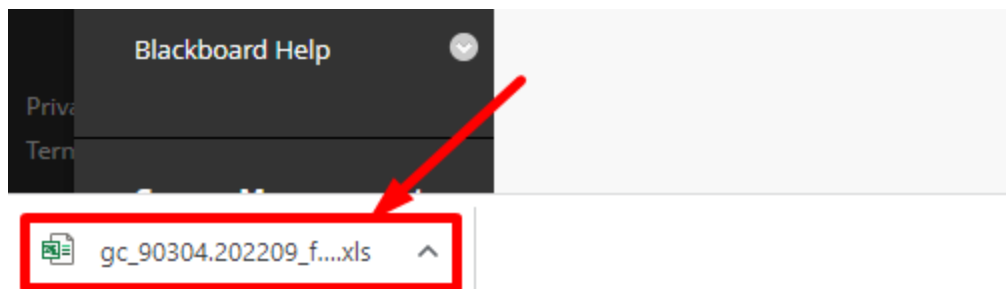
6. If you are using Firefox it will download and show up in the top right.
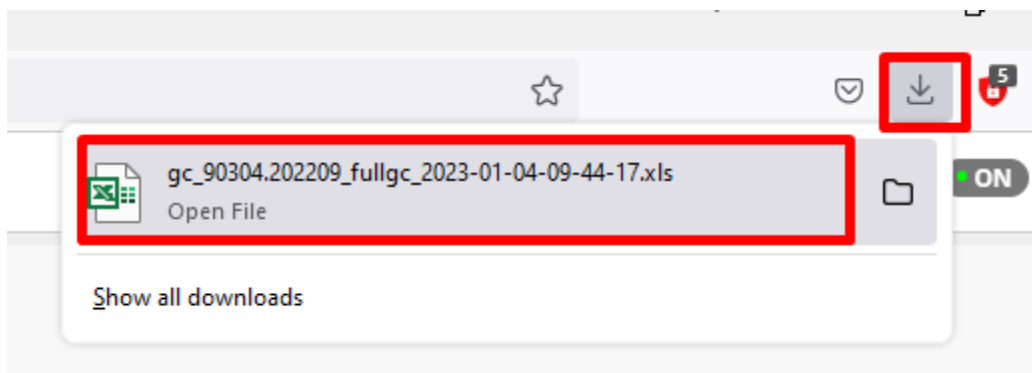
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www.ufv.ca/myclass/faculty-centre/faculty-tutorials or email us at asktlc@ufv.ca