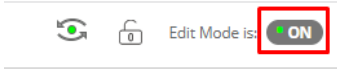


## Download Grades

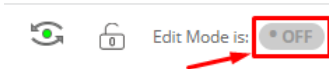
Downloading grades allows you to download an excel document to work with student grades offline.

**Make sure edit mode is on  
(Top right of screen)  
Click to toggle.**

**Edit Mode is ON**

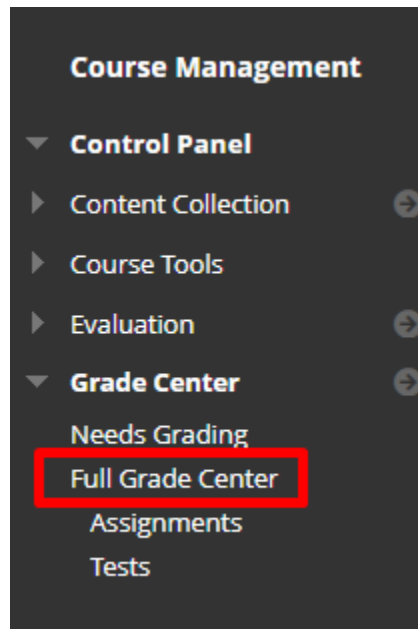


**Edit Mode is Off**



**CLICK TO TOGGLE EDIT MODE ON.**

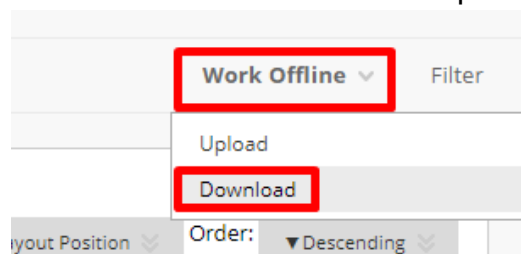
1. On the left menu click on Grade Center then Full Grade Center.



**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**

Layout Position Order: Descending

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

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 added 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    Weighted Total     Include Comments for this Column

User Information Only

OPTIONS

*Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.*

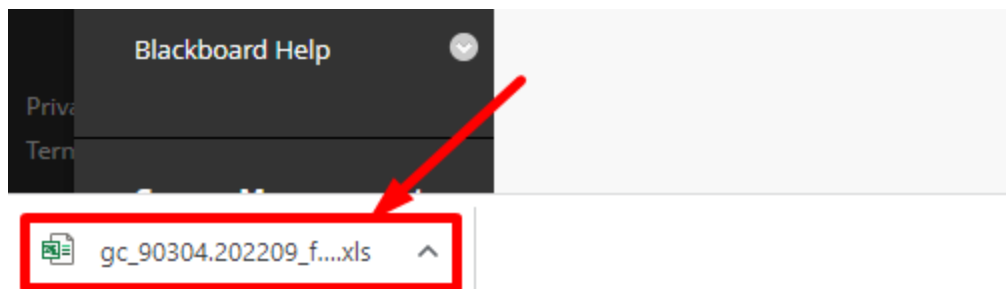
Delimiter Type     Comma     Tab

Include Hidden Information     Yes     No  
Hidden information includes columns and users that have been hidden from view.

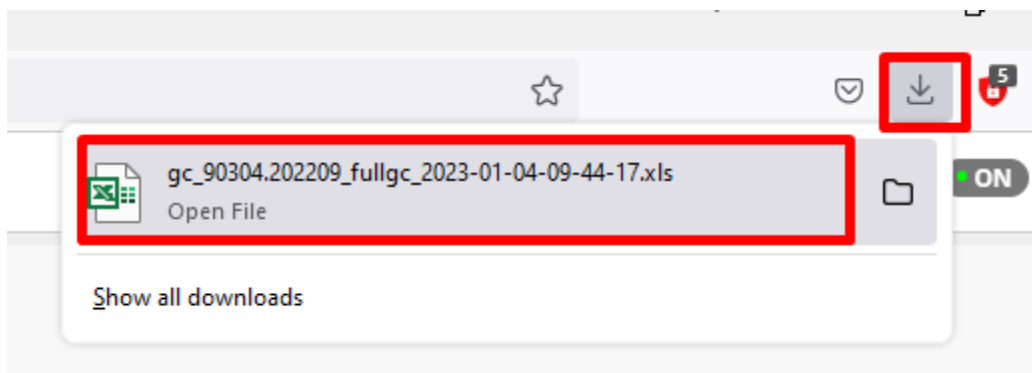
*Click **Submit** to proceed.*

Cancel    **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.



Interested in more educational tools? Check out our How-To Guides at:  
[www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

