

Downloading Grades to Create a Printed Copy

1. Go to **Control Panel > Assessment > Grade Center**
2. Click **Manage > Download > Full Grade Center**
3. Select **Full Grade Center** under 1.Data. Select **Comma** as the delimiter type for the download file and select **My Computer** in 3.Save Location. Click **Submit**.

Download Grades

Download data from the entire Grade Center, a specific Grading Period or Column, or the user information by selecting the appropriate options. Select the check box to include comments when downloading a single column.

1 Data

Select Data to Download Full Grade Center

Selected Column Include comments for this column

User Information Only

2 Options

Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

Delimiter type Comma Tab

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

3 Save Location

Select where to save the file.

Download Location: My computer Content Collection

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

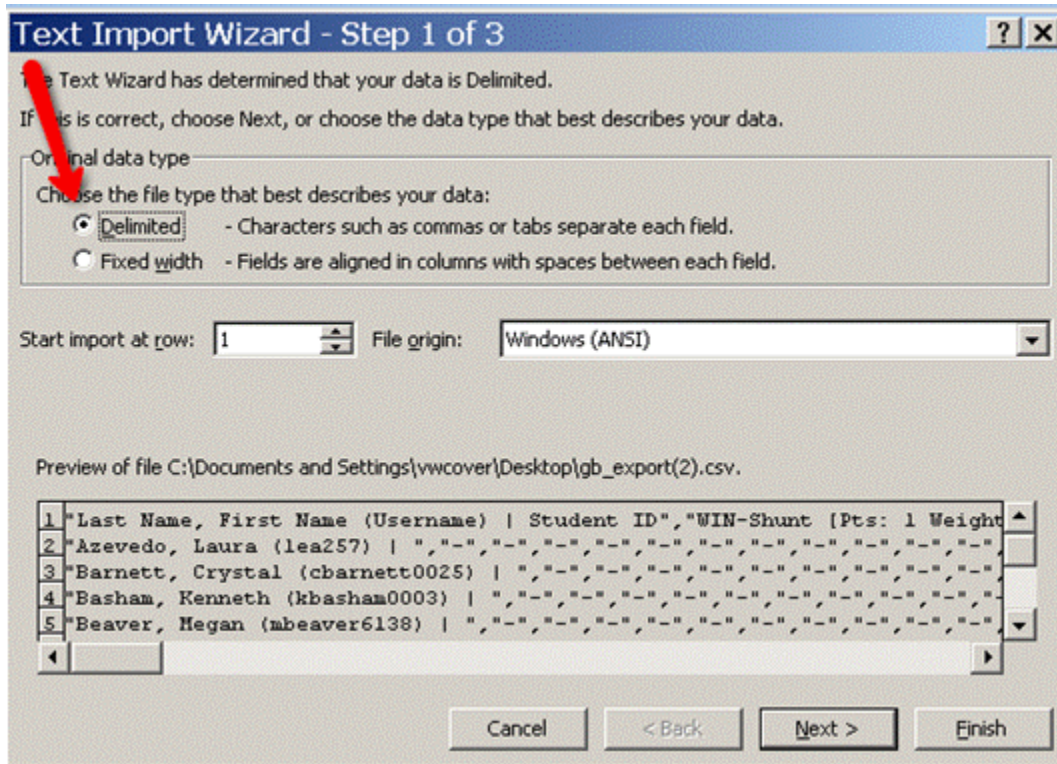
4. You will need to save this file to your local computer so when the next screen appears, you will need to click the Download button and save the file where you can locate it again easily when the next box appears to save the file.

Download Grades

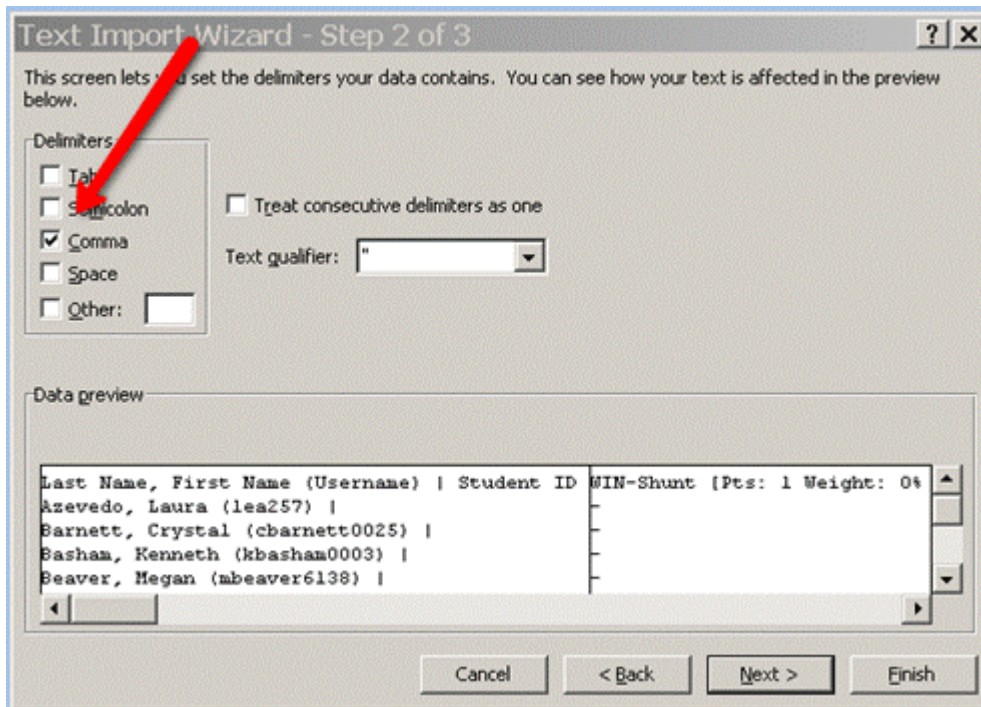
Instructions:
The data has been saved to a delimited file. Download this file and view it using any software that accepts such formats. In order to successfully upload preserve the file format upon saving to your desktop.
[Click on Download button to save the file locally.](#)

5. The Grade Center has been saved to a delimited file. Download this file and view it using any software that accepts this format.
6. After the download, select **OK** to return to your Grade center. To open this file, open Microsoft Excel or a similar program which can read .csv file. Click **File** and select **Open**. In order to view the .csv file, you must choose "All Files" in the "Files of Type" pull-down menu in the browse window. Select downloaded file and then click **OK**.

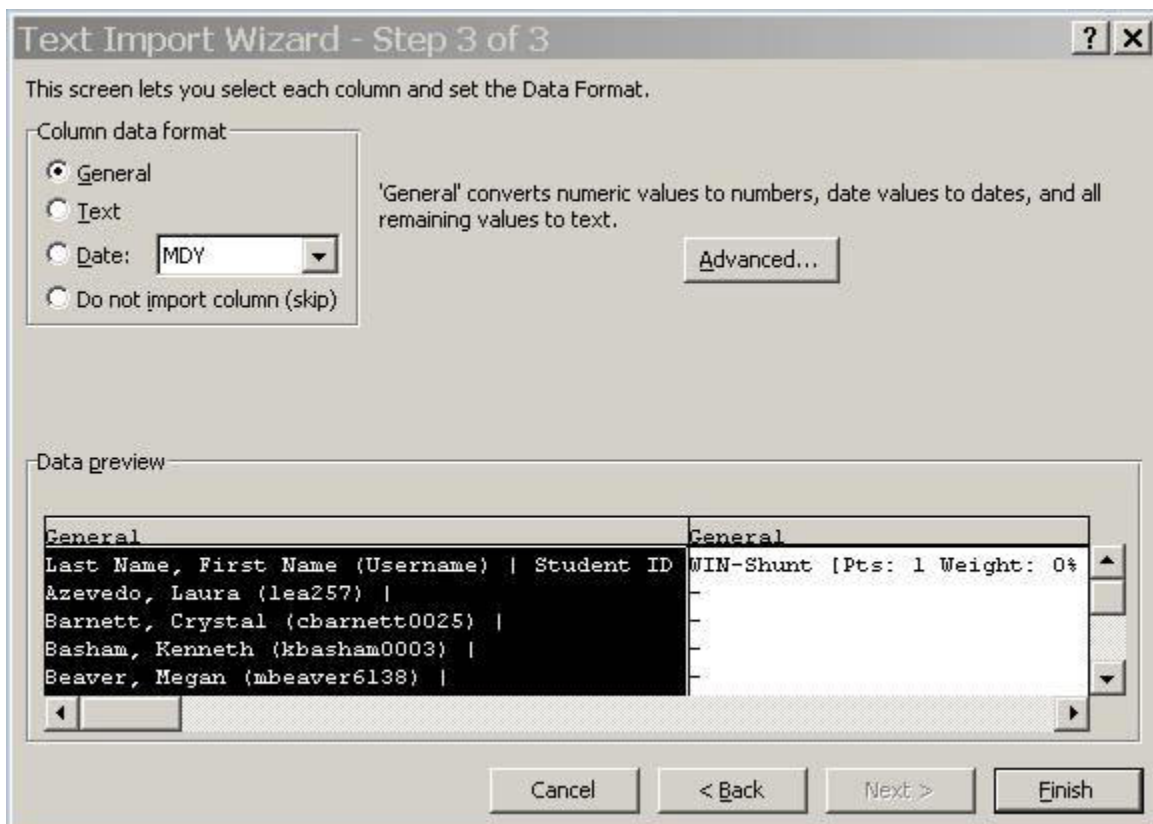
7. Once you have selected the csv file and clicked OK, you will see a dialog box appear. Check to be sure that the **Delimited** radio button is selected. Click **Next**.



8. The next dialog box that appears is the second of three steps to import the data into the spreadsheet. Check the delimiters radio button to **Comma** as shown below by the red arrow.



9. When the third dialog box appears, check to be sure the **General** radio button is selected under **Column Data Format**. Click the **Finish** button to complete the importation of the data.



10. When the spreadsheet opens, you may still need to enlarge the columns to view the grade center item names, student names, etc.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	Week 2 as	Week 2: R	Sample Te	Quiz 1 [Pt:	Quiz 2 [Pt:	Sample As	Webpage I	Reading A	Total [Pts:	Weighted Total	
2	Coveny, R:	20	-	-	-	-	-	50	10	80	30%	
3	Mayo, De	-	-	45	-	-	-	45	20	110	30%	
4	Zhang, Ke	-	-	-	1	-	-	45	20	65	20%	
5												

11. You may also want to print using the landscape orientation so you can view more columns on the printed page. To change the orientation in Excel before you print, you click the Page Layout tab and then click the little down arrow on the Orientation button. From the option menu, select Landscape. Be sure to do a Print Preview to be sure the layout did fit to the one page if you wish it to print that way. Don't forget that in the File Print dialog box, you may also force the printout to fit to one page even though that makes the print font smaller!