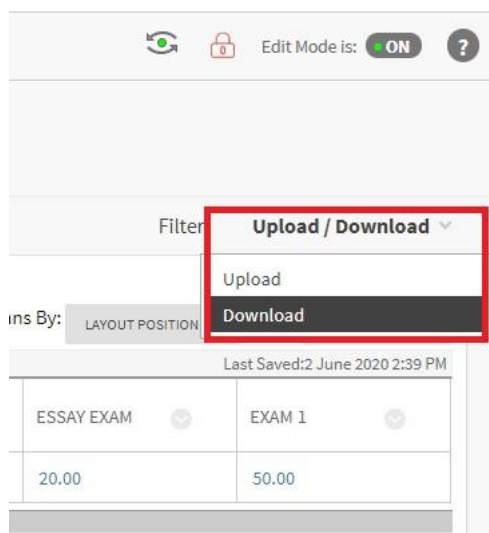




# Download Grade Centre to Excel

## Step 1

In the top right corner of Grade Centre hover your cursor over **Upload/Download** and a drop down menu will appear. Click on **Download**. You will be brought to the Download Grades page.



## Step 2

In the Download Grades page you will see three sections DATA, OPTIONS AND SAVE LOCATION

- a) In the DATA section:
- To download the full grade centre select the radio button beside Full Grade Centre
  - To download specific columns, use the drop down menu beside "Selected Column" to choose those columns. (Note: If you choose selected Column you can only choose one column at a time.)

### Download Grades

Full or partial data can be downloaded from the Grade Centre and saved to your computer or a Content Collection folder. On accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

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#### DATA

Items with Anonymous Grading enabled will not be included in the download.

**Select Data to Download**

Full Grade Centre

Selected Column   Include Comments for this Column

User Information Only

b) In the OPTIONS section:

- **Delimiter Type:** recommendation is to select Tab
- **Hidden Information:** select “No” unless there is hidden information.

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#### OPTIONS

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsc

**Delimiter Type**  Comma  Tab

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

c) In the SAVE LOCATION section:

- Select the My Computer radio button.

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#### SAVE LOCATION

Select where to save the file.

**Download Location**

My Computer  
 Content Collection

Click **Submit** to proceed.

### Step 3

Click on **Submit** in the bottom right corner when you have made all of your selections.

### Step 4



After clicking submit you will be brought to another page where you will save your file to your computer. On this page click the **Download** button and the file will save to your computer.

## Download Grades

The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

DOWNLOAD

**DO NOT CHANGE THE FILE NAME or COLUMN HEADINGS or DATA FORMAT if you wish to upload the file back to Grade Centre**