

## Downloading Grade Center Data

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### Overview

Instructors have the ability to download Grade Center data as a delimited file that can be used in other applications such as Spreadsheet programs or statistical analysis programs. Instructors can select specific data to download, or download the complete Grade Center data set. Downloaded files can be saved on a local computer drive or in the Content System if it is available.

Instructors planning on uploading Grade Center data from an external application such as a grading tool or spreadsheet may wish to download Grade Center data first in order to have a delimited file that is formatted for uploading. For more information on uploading files to the Grade Center, see [Uploading External Grade Center Items](#).

### Downloading Grade Center Data

To download data from the Grade Center, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Download** from the Action Link menu.
3. Using the radio buttons, select the data to download:

Radio Button Option	Description
<b>Full Grade Center</b>	Contains all columns and associated data
<b>Selected Column</b>	Using the drop-down menu, select one column and its data. Check the box to include comments for the column. Select to <b>Include comments for this Column</b> if desired.
<b>Student Information Only</b>	Only columns containing student data such as User Name are included.
<b>Selected Grading Period</b>	From the drop-down menu, select a Grading Period. Grading Periods must be created before they can be chosen. For more information, see <a href="#">Creating Grading Periods</a> .
<b>Download by Smart View</b>	This is only an option if the Instructor is viewing a Smart View.

4. Select the file delimiter, **Comma** or **Tab**.

Comma delimited files contain data surrounded by quotation marks (quote character) and have the file extension .csv. Comma delimited files will not open directly in Microsoft Excel.

Tab delimited files do not contain quote characters and have the file extension .xls. Tab delimited files will open directly in Microsoft Excel.

5. Select whether to **Include Hidden Information** in the downloaded data. Hidden information includes columns and students that have been hidden from the view being downloaded.

6. Select the location for the download. Files downloaded to **My Computer** will default to the Desktop. Files downloaded to the **Content System** need to be saved in a folder in the Content System. Click **Browse** to select the folder.
7. Click **Submit** to finish the download.