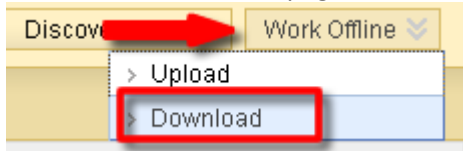


You may download data from your Grade Center and manipulate the data on your local computer. To do this,

1. From the **Grade Center** page, select **Work Offline > Download**.



2. A new page appears. Follow the directions on this page to download the data you want to your local machine.
3. Click **Submit**.

Tip:

Blackboard recommends downloading tab-delimited files as it will open directly in Microsoft Excel.

After you finished grading offline, you can import grades into your Grade Center. To do this,

1. From the **Grade Center** page, select **Work Offline > Upload**.



2. A new page appears. Follow the directions on this page to upload the grades to the Grade Center.
3. Click **Submit**.

Tips:

Blackboard recommends using tab-delimited files for uploading onto the Grade Center to avoid having to use quote characters and because tab-delimited files open directly in Microsoft Excel.

Since data must be formatted very specifically to upload correctly and be synched with existing Grade Center data, work on the tab-delimited file that is downloaded from the Grade Center and don't change the format.

The **Work Offline** feature in Grade Center also allows you to save and reuse Grade Center Data and Settings for the future.