# Exporting Your GradeCenter

You can export the Blackboard Grade Center as an Excel file. You can choose to download the entire Grade Center or one selected column or student data only. Any downloaded student or grade data should be stored and handled appropriately.

Some instructors enter grades offline and then upload them to Blackboard. The column headings in the import document must match the existing Blackboard Grade Center columns. New columns cannot be created outside of Blackboard and then uploaded to the Grade Center.

1. Click **Grade Center** from **Control Panel**.
2. Ensure the **Edit Mode** is **On**, found at the top-right of your course window.
3. Click **Full Grade Center**.
4. Put your cursor on the **Work Offline** button in the upper right
5. Select **Download**.
6. Select **Full Grade Center**, one **Selected Column** or **User Information Only** to be downloaded.
7. Under **Options** leave the default settings (Delimiter Type: Tab and Include Hidden Information: No).
8. Under **Save Location** be sure **My Computer** is selected.
9. Click Submit.
10. On the Download Grades screen click **Download**.
11. Save the file.
12. Click **OK** to return to the Full Grade Center view.