

# Download grades from Course Resources

## How to download grades to a file suitable for uploading to PeopleSoft

1. Click on "Grade Centre"
2. Click "Full Grade Centre"

The screenshot displays the Blackboard Learn interface for the University of Derby. The main content area is titled "Grade Centre : Full Grade Centre" and contains a table of student grades. The table has the following columns: Last Name, First Name, Username, Student Number, Last Access, and Availability. The table is sorted by "Layout Position" in "Ascending" order. The "Full Grade Centre" option is highlighted in the left-hand navigation menu.

Last Name	First Name	Username	Student Number	Last Access	Availability
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 13, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	June 19, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	December 9, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	October 24, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	June 13, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	June 14, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	August 2, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	June 13, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	March 20, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 10, 2013	Available

3. Hover your mouse over "Work Offline" and click the "Download" option

**Grade Centre : Full Grade Centre**

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. [More Help](#)

Create Column   Create Calculated Column   Manage   Reports   Filter   Work Offline

Upload  
Download

Last Name	First Name	Username	Student Number	Last Access	Availability
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 13, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
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[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 7, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	August 2, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	June 13, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	March 20, 2013	Available
[blurred]	[blurred]	[blurred]	[blurred]	May 10, 2013	Available

4. The Download Grades page shows three sections: 1, 2 and 3

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Grade Centre > Download Grades

### Download Grades

Full or partial data can be downloaded from the Grade Centre and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Centre. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

#### 1. Data

Select Data to Download  Full Grade Centre

Selected Column   Include Comments for this Column

User Information Only

#### 2. Options

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma-delimited for importing to third-party applications that do not support Excel.

Delimiter Type  Comma  Tab

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

#### 3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

5. In section 1, click the “Selected Column” button and click the drop down box to the right of it to select the specific assignment or exam that you want to download

6. In section 2, select the “Comma” delimiter type, and leave the “Include Hidden Information” option set to “No”

7. In section 3, click the “Submit” button

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Cancel Submit

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Select Data to Download  Full Grade Centre

Selected Column Ecology End of Module Computer Exam  Include Comments for this Column

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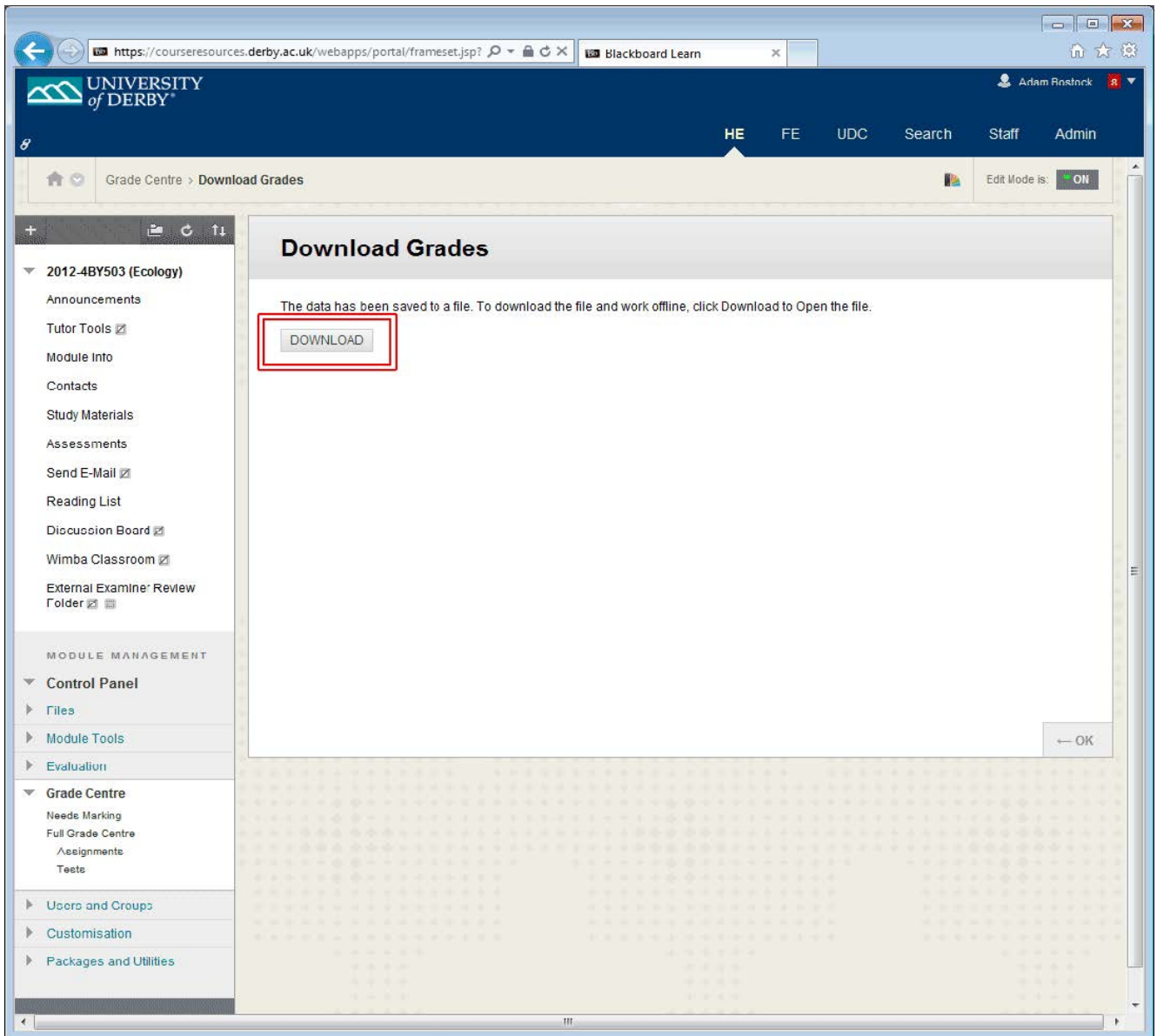
Include Hidden Information  Yes  No  
Hidden information includes columns and users that have been hidden from view.

#### 3. Submit

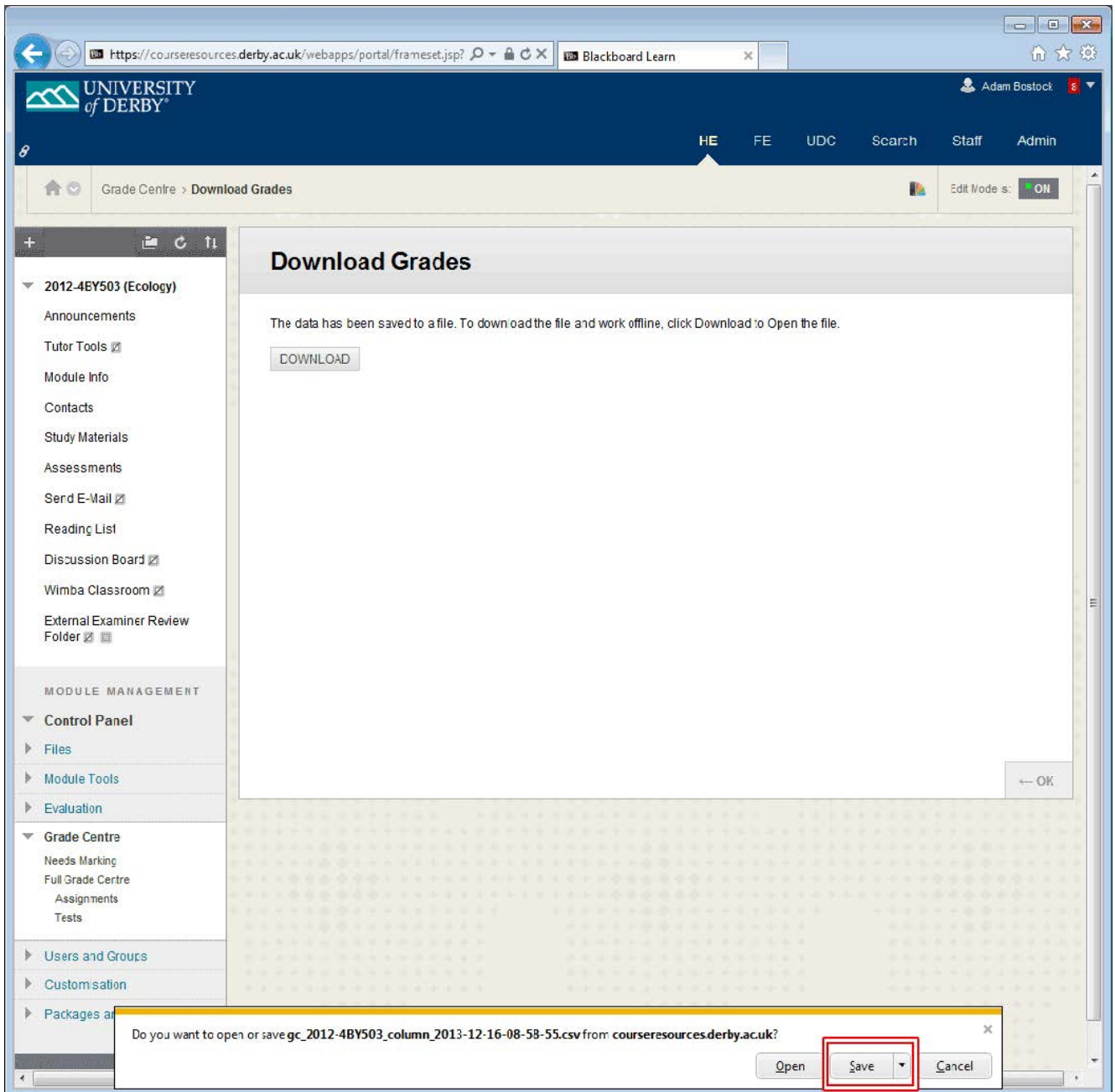
Click Submit to proceed. Click Cancel to quit.

Cancel Submit

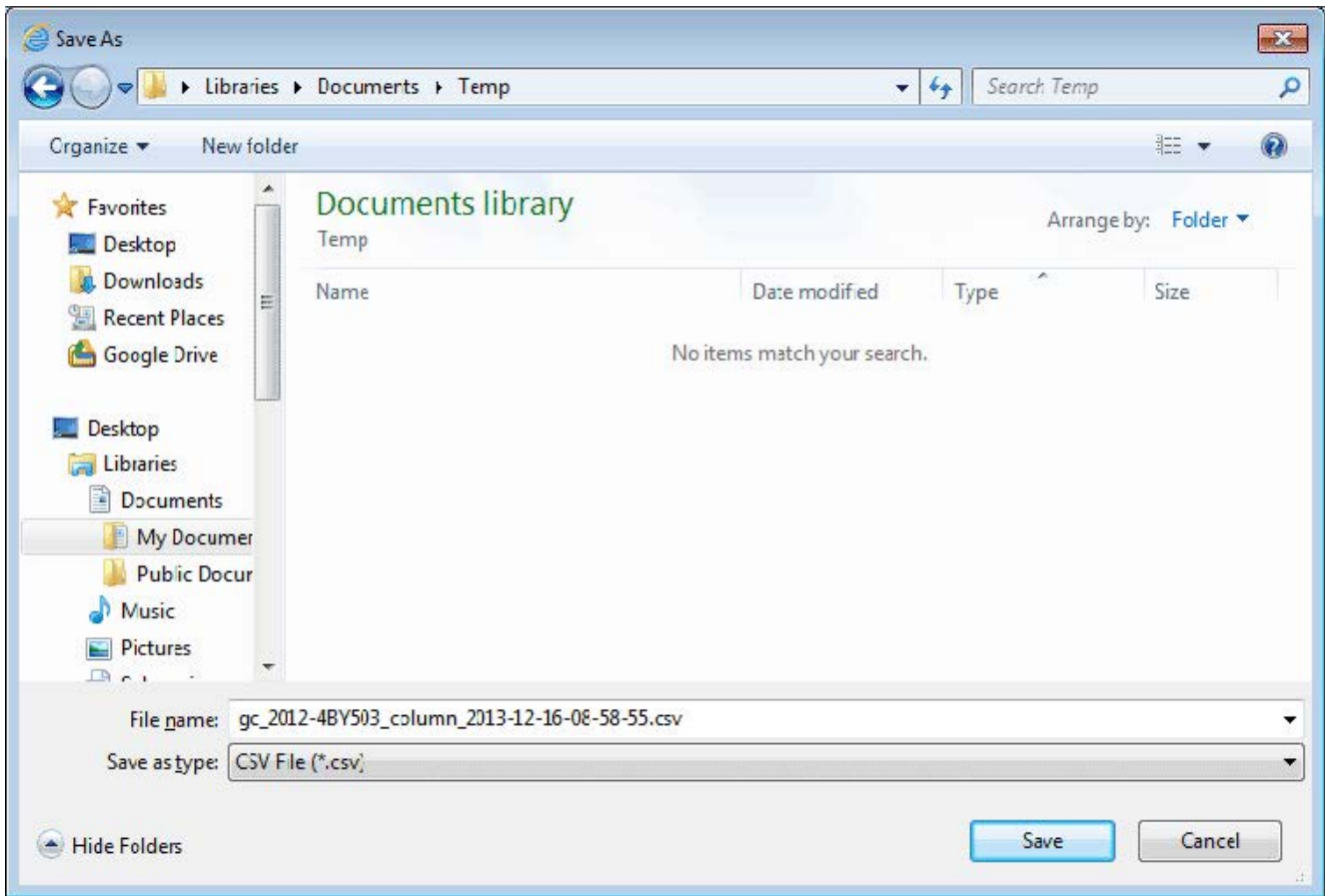
8. The Download Grades page should now show a “Download” button, click this



9. At the bottom of the page, a dialogue box appears with three buttons: Open, Save and Cancel. Click the down arrow to the right of the Save button and select "Save as"



**10.** The standard computer Save As dialogue box appears. Select a suitable folder to save your file in. Note where you save this file



**11.** Check the contents of the file. If any values in the total field are not integers then you need to round those to an integer value. (PeopleSoft will import a value of 61.666667 as 61 so you should ensure that grades are correctly rounded (i.e. to 62) in the file before being uploaded to PeopleSoft)

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