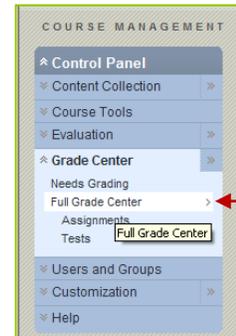


Downloading Student List from the Grade Center

1. Login to the Bb Learn system and go to the course.
2. Locate the Course Management Control Panel under the left hand menu and click on **Grade Center** to open the drop down menu. Click on **Full Grade Center**.
3. In the upper right corner, click on the **“Work Offline”** option and choose **Download**.



Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports

Filter Work Offline

Upload Download

Sort Columns By: Layout Position Order: ▲Ascending Hide

Grade Information Bar Last Saved: June 27, 2011 3:01 PM

	Last Name	First Name	Username	Student ID	Last Access	Availability	Total	Demo Assignm
<input type="checkbox"/>	Instructor01	Demo	nurInstructor01		June 27, 2011	Available	8.60	8.60
<input type="checkbox"/>	Instructor02	Demo	nurInstructor02		May 13, 2011	Available	-5.00	-5.00

4. **Option 1:** choose **“User Information Only”**.
Option 2: select the delimiter of your choice and whether or not to include hidden data.
Option 3: choose where to save the file. Then click the **submit** button.

Download Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades, or comments accessed through the Quick Comment feature or the Manually Override page, can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab-delimited or comma-delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder. [More Help](#)

Cancel Submit

1. Data

Select Data to Download

Full Grade Center

Selected Grading Period

Selected Column Include Comments for this Column

User Information Only

2. Options

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Delimiter Type Comma Tab

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

3. Save Location

Select where to save the file.

Download Location My Computer Content Collection Browse