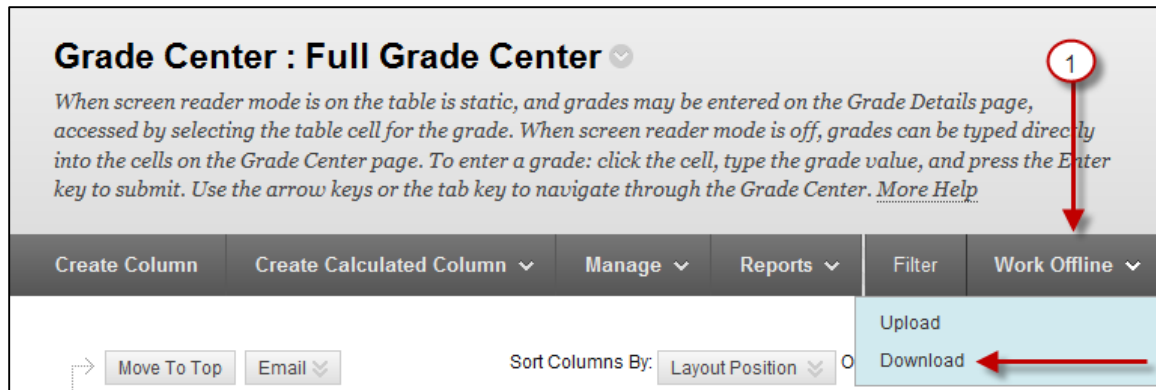


How to Download Grades to Excel sheet

1. On the action bar, point to Work Offline and select Download.

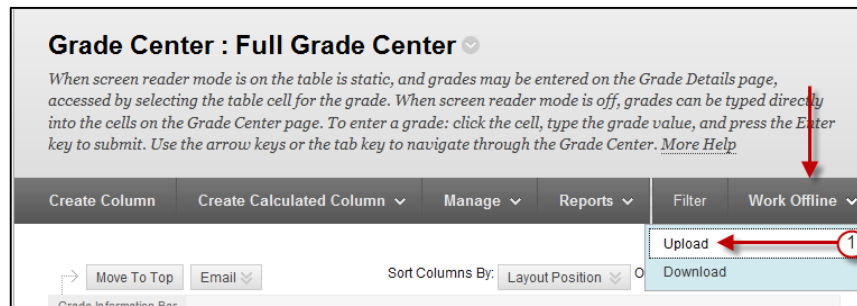


2. Select the data to **download**.
3. Select the **file delimiter**, Comma or Tab.
4. Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students who have been hidden from the view in the downloaded file.
5. Select the location for the download. Click Browse to select a folder in the Content Collection.
6. Click Submit.
7. On the next Download Grades page, **click Download and save the file**.

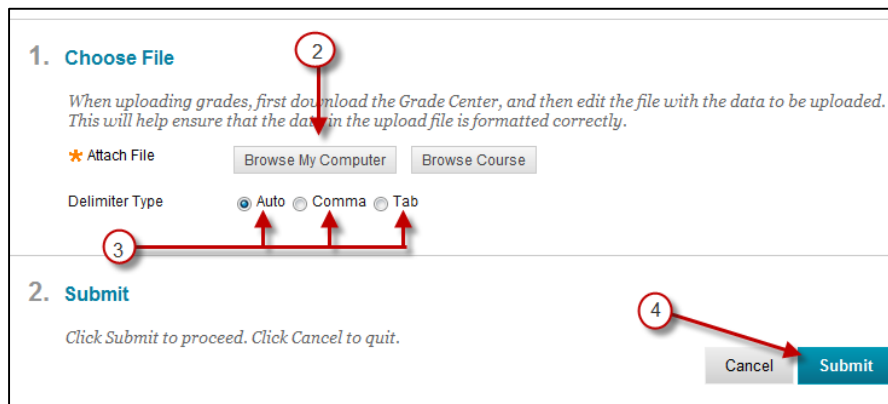
NOTE: Do not change the file name while saving because the Grade Center needs the information it contains to deliver it to the appropriate column when uploading.

How to Upload Grades from Excel to Grades Center

1. On the action bar, point to **Work Offline** and select **Upload**.



2. Click **Browse My Computer** to locate the file. Click Okay to upload.
3. Select the **delimiter type**: Comma, Tab, or Auto. Choosing Auto attempts to automatically detect the delimiter used in the selected file.
4. Click **Submit** to upload the selected file.



5. Click **Submit** to confirm and upload the file.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>