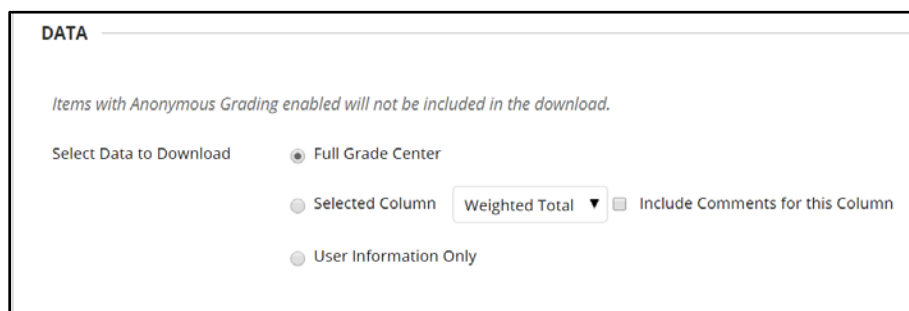


## Downloading to Excel

### Downloading your Grade Center to Excel to make changes

1. Navigate to [blackboard.towson.edu](https://blackboard.towson.edu)
2. Enter the desired course
3. In the left-hand menu, click **Grade Center**
4. Select **Full Grade Center**
5. In the menu at the top, all the way to the right, under **Work Offline**, select **Download**
6. Choose what you want to download



The screenshot shows a 'DATA' section with a warning: 'Items with Anonymous Grading enabled will not be included in the download.' Below this, there is a 'Select Data to Download' section with three radio button options: 'Full Grade Center' (selected), 'Selected Column', and 'User Information Only'. The 'Selected Column' option is accompanied by a dropdown menu showing 'Weighted Total' and a checkbox labeled 'Include Comments for this Column'.

Figure 1

7. Click **Submit**
8. On the next screen, click **Download**
9. If a pop-up appears, click allow or yes
10. Hear you can edit your grade center in excel. Make sure to save your work

### Re-uploading your Grade Center

1. Follow steps 1-4 above
2. In the menu at the top, all the way to the right, under **Work Offline**, select **Upload**
3. **Browse My Computer** and select the excel files you edited and saved
4. Click **Submit**