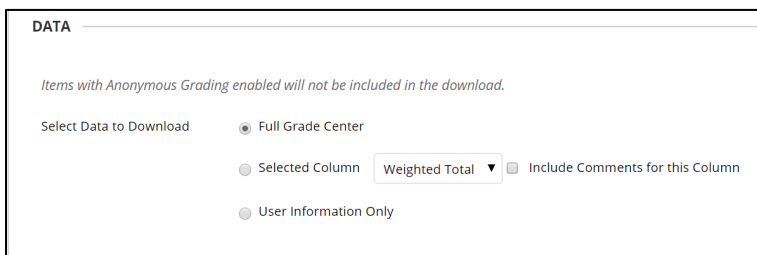


Downloading to Excel

Downloading your Grade Center to Excel to Make Changes

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the left hand menu, click **Grade Center**, then **Full Grade Center**
5. In the menu at the top right, select **Work Offline**, then **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 are three radio button options: 'Full Grade Center' (selected), 'Selected Column', and 'User Information Only'. The 'Selected Column' option is expanded to show a dropdown menu with 'Weighted Total' selected and a checkbox for 'Include Comments for this Column' which is checked.

Figure 1

7. Click **Submit**
8. On the next screen, click **Download**
9. If a pop up appears, click **Allow** or **Yes**
10. 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 right, select **Work Offline**, then **Upload**
3. **Browse My Computer** and select the Excel file you edited and saved
4. Click **Submit**