

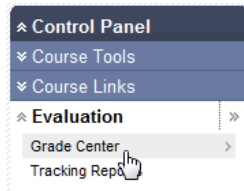
## Blackboard Rel. 9.0: Downloading/Uploading the Grade Center

### To Download the Grade Center

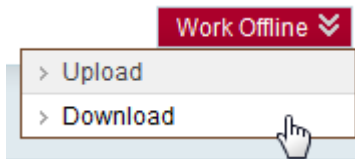
Enter your course.

Under the Control Panel

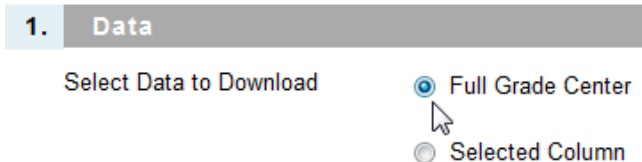
Click Evaluation then the Grade Center



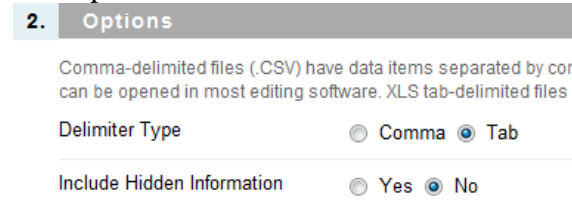
Click Work Offline then Select Download



Select Full Grade Center under Select Data to Download.



Select Options



Click Submit

Click Download then Save

Select Download Location, Then Save

Click OK to Exit

### To Upload the Grade Center

Follow the instructions above but select "Upload"

Click Browse and select the exported Grade Center file you want to upload.

Set Delimiter Type, then click Submit.

Review the list and select what to upload

Click Submit.