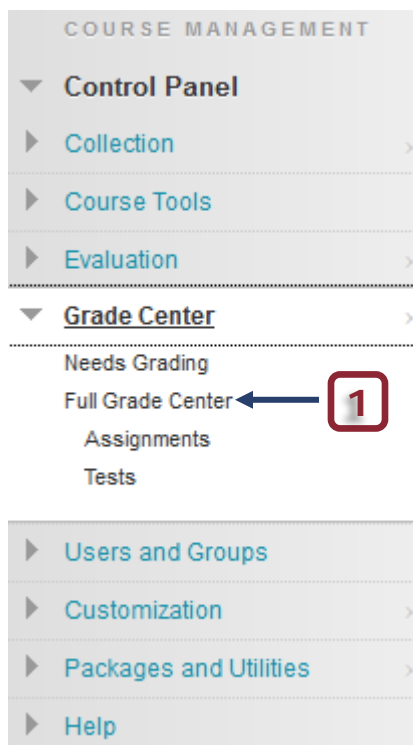
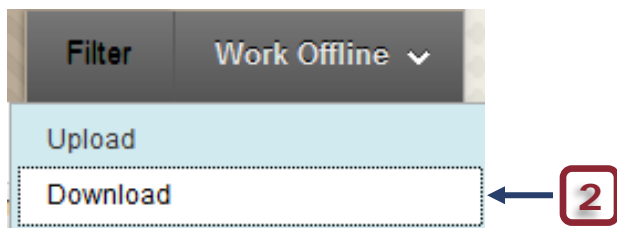


How to Download the Full Grade Centre

1) Once you have created all the columns for each course deliverables, you will be able to download the Full Grade Centre. In the **Control Panel**, under **Grade Centre**, select **Full Grade Centre**.



2) On the right side of the screen, under the **Work Offline** tab, select **Download**



3) Select data to download (Full Grade Centre or specific columns).

4) Choose the options and click on Submit.

1. Data

Select Data to Download

☒ Full Grade Center

3

☐ Selected Column

Weighted Total



Include Comments for this Column

☐ User Information Only

2. Options

Delimiter Type

☐ Comma

☒ Tab

4

Include Hidden Information

☐ Yes

☒ No

Hidden information includes columns and users that have been hidden from view.

3. Save Location

Download Location

☒ My Computer

☐ Content Collection

Browse

5) Click on the **Download** button. Excel will open the file automatically.

The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD

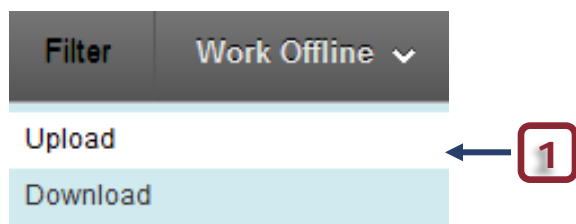
5

6) On the Excel file, make sure to keep the information contained in the first line of each column. You only need to copy and paste the grades directly in each column.

7) Save the document as a CSV file. Click **File**, select **Save As** and select the **CSV (Comma delimited)** option.

How to Upload the Full Grade Centre

1) Once you have saved the Excel file in a CSV format, you will be able to upload it in the Full Grade Centre. Under the **Work Offline** tab, select **Upload**.



2) **Browse** your computer and attach the CSV file. **Submit** to upload the file.

1. Choose File

★ Attach File

Browse My Computer Browse Content Collection

Selected File

File Name **Exam1.csv**

Name of link to file Exam1.csv

Do not attach

Delimiter Type ☒ Auto ☐ Comma ☐ Tab

3) The system shows up the grades for every column. Click on **Submit** to add the grades in the Full Grade Centre.

<input checked="" type="checkbox"/>	Exam 1	✓	Exam 1	A,C,B,A,A,A,C,B,A,A,A,C,B,A
	Total	✓	Total	-

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