

## Downloading the Grade Center

The Grade Center may be downloaded from the Work Offline button. Users may elect to download the following information:

1. The full Grade Center.
2. A selected column from the Grade Center, with or without comments.
3. User information only.

Users may elect to download the Grade Center in either tab delimited or comma delimited formats. Columns and users hidden in the Grade Center may or may not be included in the download. The Grade Center file may be downloaded either to the Content Collection or the user's computer.

## Editing the Grade Center

Once the Grade Center is downloaded users should be aware of the following considerations:

1. Any users (rows) added to the Grade Center spreadsheet will throw an error and not be added to the eCampus Grade Center. If a test user is necessary, users should activate the Student Preview tool prior to downloading the Grade Center.
2. Any gradable items (columns) added to the Grade Center will be added to the Grade Center in eCampus.
3. Each column present in the downloaded Grade Center will show a column ID in the column title field. This number should **NOT** be changed. If the number is changed it could result in an error being thrown, a column being overwritten unintentionally, or not uploaded at all.
4. If formulas are used in the spreadsheet and uploaded, only the values resulting from those formulas will be uploaded; the formulas themselves will not be included in the upload.

E	
Turnitin Assignment [Total Pts: 100]	368824
Column ID	99
	05

## Uploading the Grade Center

Users may elect to upload a file to the Grade Center from their computers or their section's content collection. The delimiter type may be chosen (tab, comma) or the user may choose to let the system identify the delimiter type automatically. If the comma delimited option is selected the uploaded file must be in .csv format. If the tab delimited option is selected the uploaded file must be in .txt format. If the automatic option is selected either file type will work. Users need not upload the Grade Center in the same format in which it was downloaded.

**NOTE:** We recommend editing all grades in the Grade Center if possible. If not, the Grade Center should be downloaded and re-uploaded for each group of edits. Enrollments change over the semester and errors will result if student enrollments differ between eCampus and the Grade Center spreadsheet.