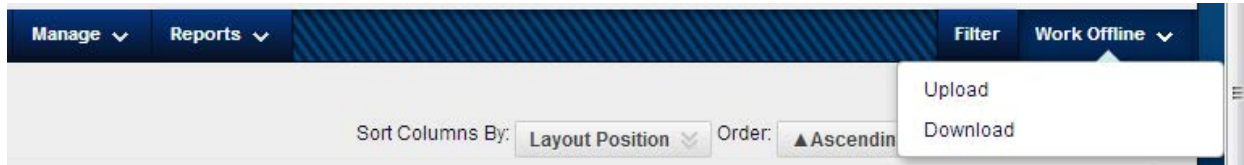


Download Grade Book

Note: If you plan to download your grades in order to enter scores in Excel, create any new columns that you wish to use for data entry before you download. Otherwise you will have to edit the properties of any new columns that are uploaded.



Click on the **Work Offline** button and choose **Download**

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

1. Data

Select Data to Download

- Full Grade Center
- Selected Column Include Comments for this Column
- User Information Only

Choose to download the full grade center in most cases.

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

3. Save Location

Select where to save the file.

Download Location My Computer Content Collection

Choose the desired delimiter and download location. The vendor recommends Tab delimited.

Most of the time you will want to download the grade book to “My Computer” since you will want to save it offline and/or edit it using Excel.

Download Grades

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

DOWNLOAD

Click on the **Download** button.

Upload Grades

Remember: ideally, do not create new columns in Excel. Instead create any new columns ahead of time in eCampus before you download the grade book. This will make using uploaded scores much easier. Make sure you save the file as a tab delimited file or a .csv file.

1. Click on the **Work Offline** button and choose **Upload**.
2. Click on the **Browse My Computer** button to select the delimited file.
3. Choose the delimiter or let the computer figure it out.
4. Click on the Submit button.
5. Review the grades that are about to be uploaded then click on Submit.

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input checked="" type="checkbox"/>	Project		Project	80,90,75	
<input checked="" type="checkbox"/>	Project 3		Project 3	-,19,-	
<input checked="" type="checkbox"/>	Project 2		Project 2	15,20,12	
<input checked="" type="checkbox"/>	Project 1		Project 1	65,80,-	

Click **Submit** to proceed. Click **Cancel** to quit.

6. Results of uploading project scores:

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column **Create Calculated Column** **Manage** **Reports** **Filter** **Work Offline**

Move To Top | Email | Sort Columns By: **Layout Position** | Order: **Ascending** | Hide Color Coding

Grade Information Bar | Last Saved: April 20, 2013 11:21 PM

Last Name	First Name	Test Apr 16	Paper 16	Project 2	Test 4 Sara	Project 1	wt col
Marra	Steven	--	--	15.00 (75.00%)	--	65.00 (65.00%)	0.00%
Olynyk	Roman	--	--	20.00 (100.00%)	--	80.00 (80.00%)	66.67%
User	Demo	--	--	12.00 (60.00%)	20.00	100.00 (100.00%)	86.84%

Selected Rows: 0