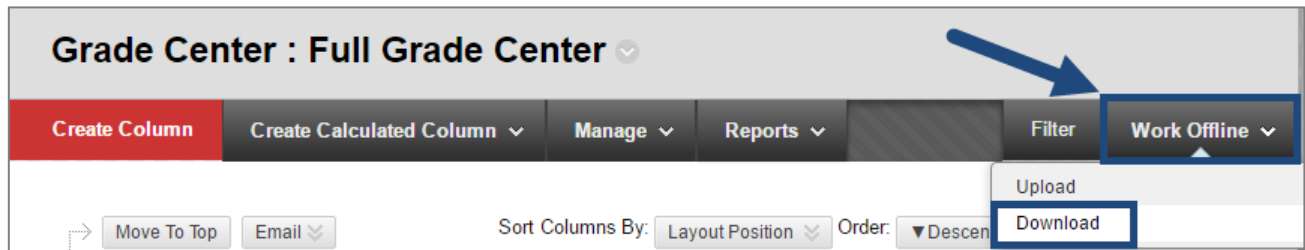# Grade Center – Download – Grade Center and Grade History

It is recommended that instructors download these reports at midterm and the end of a term, and prior to making any significant changes to the Grade Center. The reports should be saved according to the college's policies and procedures for storing FERPA-protected information.

Grade Center Spreadsheet

In the grade Center, select **Work Offline** from the action bar and then select **Download**.

1. On the Download Grades page, select the data to download.

   - Full Grade Center – Contains all columns and associated data except for feedback and grading comments.

   - Selected Column – Select one column and its data, and select the check box to include comments.

   - User Information – Columns containing student data such as username are included.

2. **File Delimiter:** Select Comma or Tab. If uncertain, use the default option.

3. **Include Hidden Information**: Select Yes to include columns and students that were hidden from the view in the downloaded file.

4. Select **Submit**.

5. On the next Download Grades page, select **Download** and save the file.

Grade History Data

In the Grade Center, select **Reports** from the action bar and then select **View Grade History.**
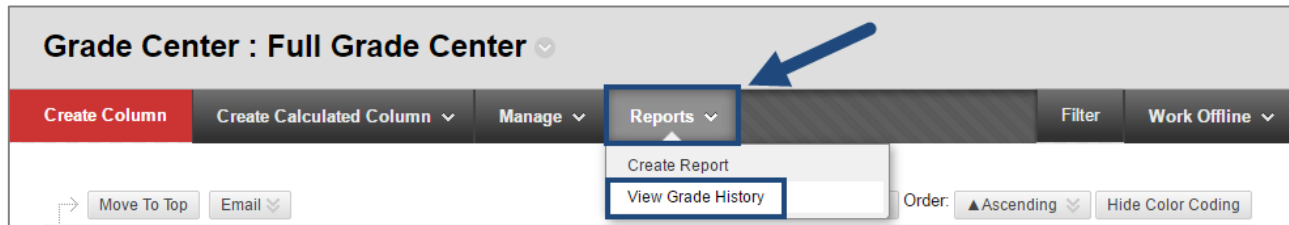
1. On the Grade History page, select **Download**.

2. **File Delimiter:** Select Comma or Tab. If uncertain, use the default option.

3. Select **Yes** to include comments or **No** to exclude them from the download. Yes is strongly recommended.

4. Select **Submit**.

5. On the next Download Grades page, select **Download** and save the file.