# Blackboard Grade Center Backup

It is recommended that each instructor backs up the Blackboard Grade Center for each course and saves his/her own copy, following the end of each semester. There are two options for saving Grade Center records: (1) save as individual PDF Grade Reports – or – (2) backup to a Microsoft Excel spreadsheet.

Save as individual PDF reports

Sometimes, because the Excel backups are not reader-friendly (or printer-friendly), instructors prefer to save PDF grade reports for each individual student instead.

1. Visit the **Full Grade Center** of a Blackboard course

2. Click on the **Reports** drop-down menu from the action bar

3. Select **Create Report**
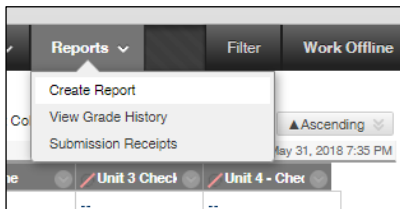
4. Fill in any missing information, and check the boxes next to each label you wish to have displayed on the report
    - A **Report Name** (top box) must be entered
    - All other fields are optional

5. Be sure that **All Users** is selected under the USERS section
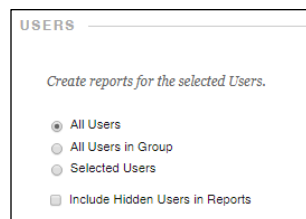
6. Be sure that **All** Columns is selected under the COLUMNS section; you may also want to check the last box if you have hidden columns
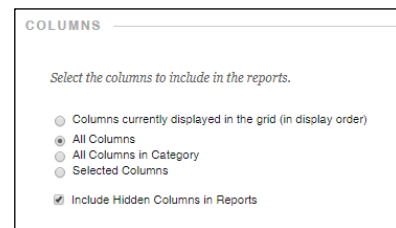
7. Click **Submit**
    Reports for each user will be displayed in PDF form (with a page break between each individual's report

To save the reports as PDFs
***(rather than printing each one on paper):***

8. Click Ctrl+P, or right-click on the report, and select **Print**

9. Drop down on the Destination menu, and select **Save as PDF**

10. Click the **Save** button
    A dialog box will open, requesting a location for saving

11. Select a location to save your PDF reports
    (H:// drive – if on campus – or jump drive)
    It may help to start a new folder called "Grades"
      (if you don't already have one)

12. Once you save the PDF reports, close the Print Report tab to be returned to the Blackboard Full Grade Center

Back up Grade Center to Microsoft Excel

Backing up your Grade Center to Microsoft Excel will allow you to have full access outside of Blackboard to the data saved to the Grade Center, should any questions arise over student grades.

Before downloading the Grade Center to Excel, ensure that all grades are enetered for all students and that zeros are entered for missing assignments so that the final grade is accurately calculated.

1. Go to the **Full Grade Center**, and click the **Work Offline** button in the upper right corner
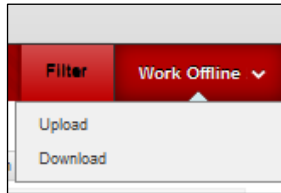
2. Select the **Download** option

3. Click **Submit** on the next screen, as the default options should work best

4. When the **Download Grades** window appears, click the **Download** button

    Depending on whether you are using **Mozilla Firefox** or **Google Chrome**, take the following steps:

    Mozilla Firefox: A popup window will appear to indicate that the Grade Center will open in Microsoft Excel –select **Open With** Microsoft Excel and click **OK**

    Google Chrome: A button will appear in the lower left corner above the start button – click this button to open the Excel document

Save the Excel File

5. Within Excel select **File > Save As**

6. Provide a file name for the document – it's helpful to include the course name, class section, and semester (e.g., ENGL110_2316_Fall2019)

7. Select a location to save your Excel file (H:// drive – if on campus – or jump drive)

    It may help to start a new folder called "Grades" (if you don't already have one)

8. ==Change the **Save as type** option from Unicode Text (*.txt) to Excel Workbook (.xlsx) – the top option on the drop-down menu so that you can read the file within Excel==
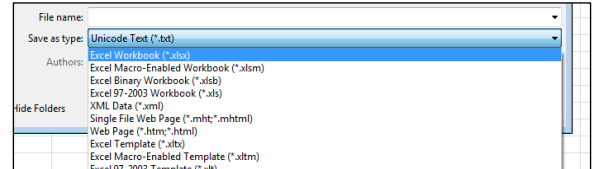
9. Click **Save**

10. Close the Excel program