UCONN
CENTER FOR EXCELLENCE
IN TEACHING & LEARNING

Educational Technologies Office | Rowe 422
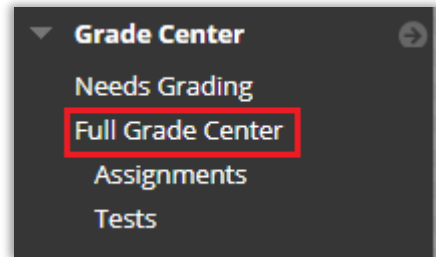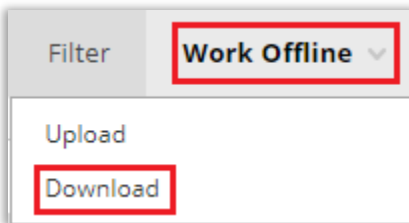
edtech@uconn.edu

860.486.5052

HuskyCT User Guide: How to Download the Grade Center

1. Access Grade Center

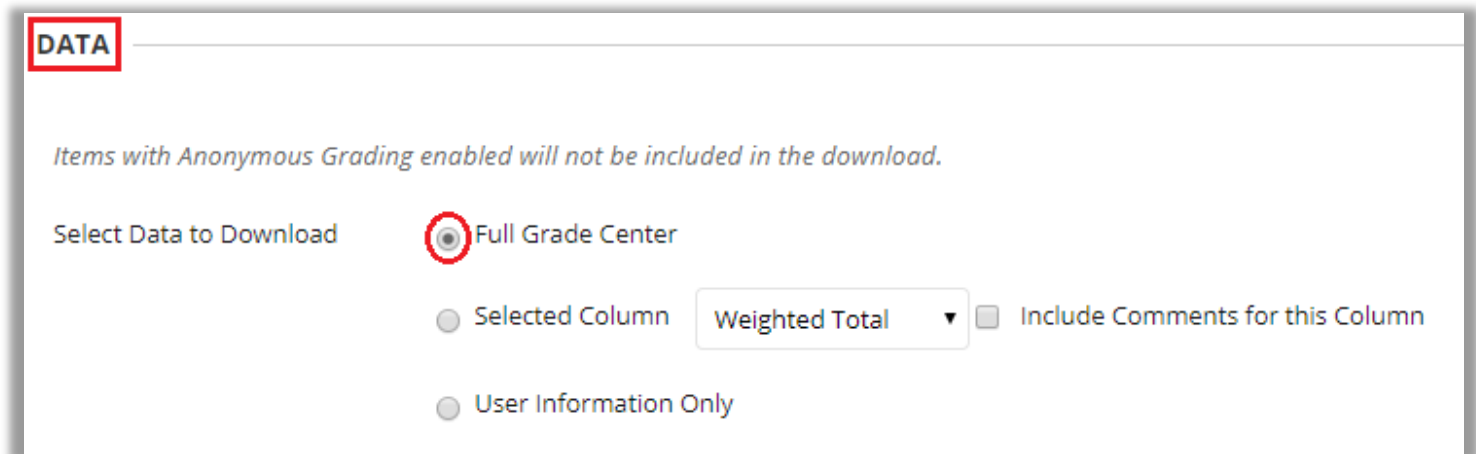Under Course Management Control Panel, click Grade Center, then select Full Grade Center

Grade Center
Needs Grading
Full Grade Center
Assignments
Tests

2. Go to Download Option

Filter | **Work Offline** ⌄
Upload
Download

- At the upper right of the Grade Center, click on "Work Offline"
- Click on "Download"

3. Choose Download Settings

NOTE: The default is set to "Full Grade Center", but other options can be selected.

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download   ◉ Full Grade Center

                           ○ Selected Column | Weighted Total ▾ | ☐ Include Comments for this Column

                           ○ User Information Only

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NOTE: The default delimiter setting is "Tab". Choosing "Comma" will create a .CSV file, which will open in Excel

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel.

Delimiter Type   ◯ Comma ◉ Tab

Include Hidden Information   ◯ Yes ◉ No

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

IMPORTANT NOTE: If the delimiter type is set to "Tab" and you have any problems opening the file in Excel, try downloading the Grade Center again using the Comma setting.

SAVE LOCATION

Select where to save the file.

Download Location   ◉ My Computer
                         ◯ Content Collection
                         [   ] Browse

Choose the save location

Click Submit

Cancel   Submit

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4. Download and Save to Computer

Click on the Download button that appears after submitting the options.

The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

DOWNLOAD

Look for the file to download, it will usually be near the bottom of the browser window

gc_course-1257_full....... ^

NOTE: The message that you see regarding the opening or saving of the downloaded file will vary depending on your operating system and browser. On some computers, the file may just download automatically.

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.