

## Faculty Tutorial: Grade Center: Download Grades

Purpose: To show faculty members how to download grades from the Grade Center in MyHills.

From within your course's Grade Center, hover your cursor over "Work Offline." In the sub-menu that opens, select "Download."

| Grade Center : Full Grade Center S<br>The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help |                     |               |  |  |  |  |  |  |
|--|---------------------|---------------|--|--|--|--|--|--|
| Create Column Create Calculated Column V Manage V Reports V  | Work Offline $\vee$ | Discover Cont |  |  |  |  |  |  |
|  | Upload              |               |  |  |  |  |  |  |
|  | Download            | 5             |  |  |  |  |  |  |
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The "Download Grades" page will open.

| 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 an 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 G Details page. More Help | d added<br>rade |
|---|-----------------|
|   |                 |

Under "DATA," keep the radio button next to "Full Grade Center" selected.

Note: "Full Grade Center" is selected by default.

| DATA                   |   |      |                  |
|------------------------|---|------|------------------|
| Items with Anonymous   | Grading enabled will not be included in the download. |      |                  |
| Select Data to Downloa | d   |      |                  |
| Selected Column        | Course Grade  | ~ 🗆  | Include Comments |
| for this Column        |   |      |                  |
| O User Information C   | only  | ~~~~ |                  |

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Under "OPTIONS," keep "Tab" selected for "Delimiter Type."



| OPTIONS  | $\overline{\langle}$ |
|--|----------------------|
| 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   | }                    |
| Include Hidden Information   | 5                    |
| ○ Yes 	o No<br>Hidden information includes columns and users that have been hidden from view.  | 2                    |
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Next to "Include Hidden Information," select "Yes" if you would like to include columns and users that have been hidden from view in the Grade Center. Keep "No" selected if you do not want to include hidden information.

Note: "No" is selected by default.

**IMPORTANT**: Be sure to include all relevant columns in your report. However, you do not need to include items that are not graded and/or are not used to calculate a final Course Grade.

Under "SAVE LOCATION," keep the radio button next to "**My Computer**" selected.

## Note: "My Computer" is selected by default.

| SAVE LOCATION                  |        | $\rightarrow$ |
|--------------------------------|--------|---------------|
| Select where to save the file. |        |               |
| Download Location              |        | 2             |
| 💿 My Computer 🚽                |        | 2             |
| O Content Collection           |        | 3             |
|                                | Browse |               |
|                                | ~      |               |

Once you are ready to download your gradebook, click "Submit."



On the next page, click the "**DOWNLOAD**" button.

| Download Grades  |  |
|--|--|
| The data has been saved to a file. To download the file and work offline, select <i>Download</i> to open the file. |  |
| DOWNLOAD   |  |

When asked "Do you want to open or save" the file, click the drop-down arrow next to "**Save**. In the sub-menu that opens, choose "**Save as**" to save the file to your computer.

|           |                   |                        | Save                     |
|-----------|-------------------|------------------------|--------------------------|
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In the pop-up window that opens, type the name of the file in the box next to "File name:" and select where you would like to save the report. Then, click "**Save**."

The Excel file should now be saved to your computer or flash drive.

| <b>⊥</b> Downloads                | × +  | - 🗆 × 🖓              |  |  |  |  |
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| 2   | Adler                                 | Irene                   | 97.43%            | 10                 | 100.00%      | 100.00%       | 95.00%     | 6 85.00%                           | 100.00%    | 100  | 9        | 2 10                               | 95.67%                | 5      |
| 3   | Beckett                               | Sam                     | 79.87%            | 10                 | 95.00%       | 85.00%        | 90.00%     | 6 80.00%                           | 100.00%    | 0  | 9        | 8 10                               | 79.50%                | i      |
| 4   | Bering                                | Myka                    | 78.06%            | 10                 | 85.00%       | 62.00%        | 75.00%     | 6 80.00%                           | 95.00%     | 33   | 9        | 6 10                               | 76.53%                |        |
| 5   | Bishop                                | Walter                  | 91.87%            | 10                 | 90.00%       | 95.00%        | 90.00%     | 6 90.00%                           | 95.00%     | 100  | 8        | 2 8                                | 91.33%                | i .    |
| 6   | Blye                                  | Kensi                   | 89.37%            | 8                  | 100.00%      | 100.00%       | 95.00%     | 6 90.00%                           | 90.00%     | 95   | 7        | 5 9                                | 93.83%                | i .,   |
| 7   | Brown                                 | Leroy                   | 71.13%            | 7                  | 15.00%       | 70.00%        | 50.00%     | 6 80.00%                           | 90.00%     | 85   | 9        | 4 10                               | 70.75%                | ; 1    |
| 8   | Bueller                               | Ferris                  | 70.05%            | 9                  | 25.00%       | 35.00%        | 50.00%     | 6 98.00%                           | 85.00%     | 92   | 9        | 2 6                                | 67.40%                | 1      |
| 9   | Cooper                                | Sheldon                 | 91.84%            | 10                 | 100.00%      | 95.00%        | 75.00%     | 6 85.00%                           | 95.00%     | 82   | 9        | 9 10                               | 89.90%                | 5      |
| 10  | Dent                                  | Stuart                  | 94.57%            | 10                 | 100.00%      | 100.00%       | 95.00%     | 6 90.00%                           | 100.00%    | 75   | 9        | 7 10                               | 94.00%                |        |
| 11  | Donovan                               | Claudia                 | 97.02%            | 10                 | 100.00%      | 100.00%       | 95.00%     | 6 90.00%                           | 100.00%    | 95   | 9        | 8 4                                | 89.33%                |        |

Open the file to view students' names and grades in Excel.

Congratulations! You now know how to download grades from the Grade Center in MyHills!

—— Office of Online Learning –

Looking for more computer tutorials? Please visit: <u>www.indianhills.edu/tutorials</u>.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>