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**."
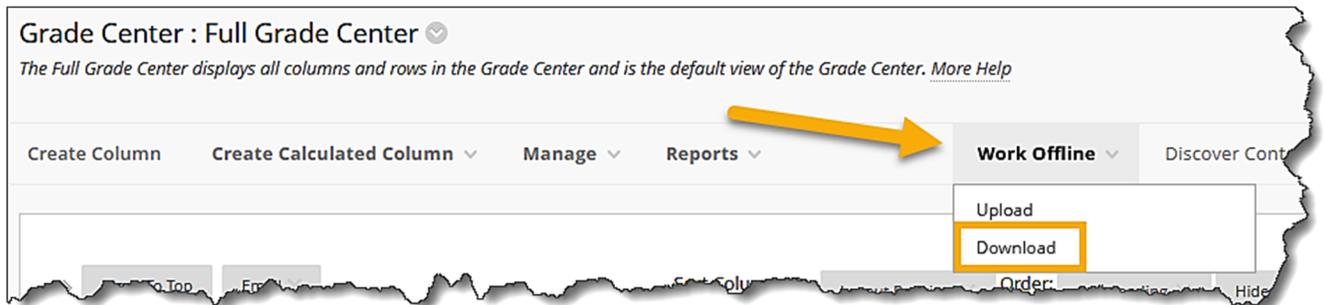
The "Download Grades" page will open.

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

Note: "Full Grade Center" is selected by default.
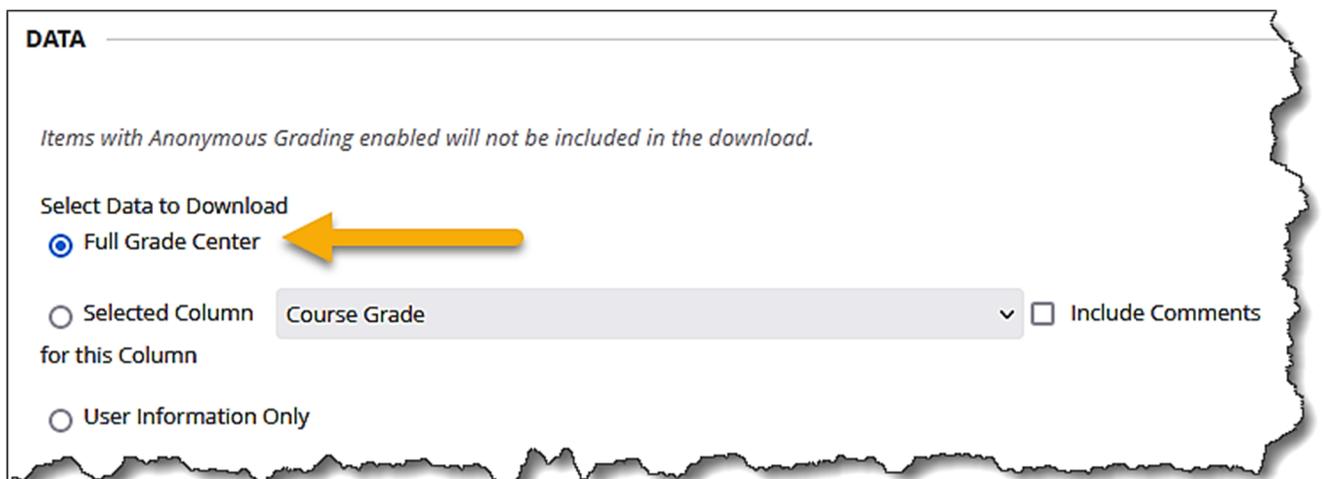
Under "OPTIONS," keep "**Tab**" selected for "Delimiter Type."

Note: "Tab" is selected by default.
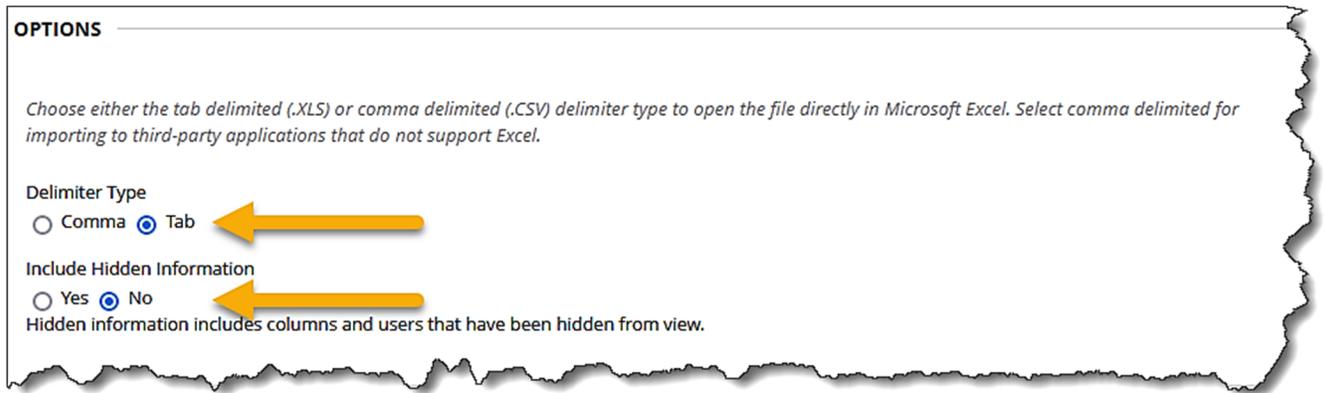
Next to "Include Hidden Information," select "Yes" if you would like to include columns and users that have been hidden from view in the Grade Center. Keep "No" selected if you do not want to include hidden information.

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.
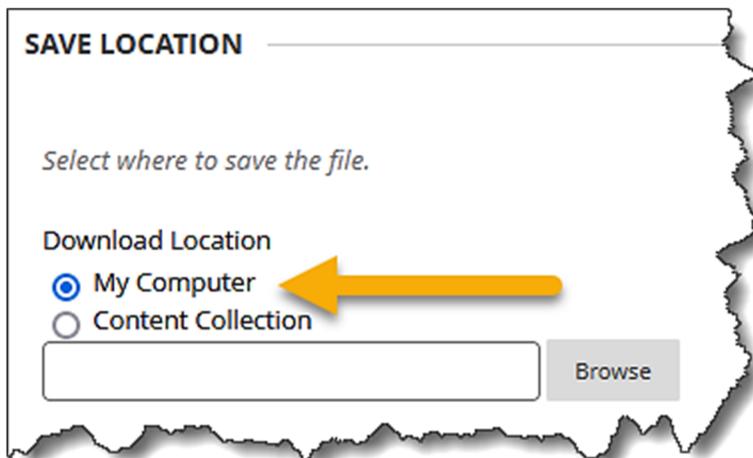
Once you are ready to download your gradebook, click "**Submit**."
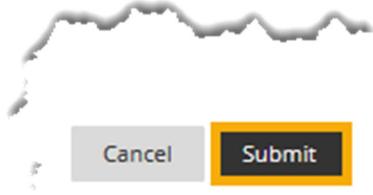
On the next page, click the "**DOWNLOAD**" button.

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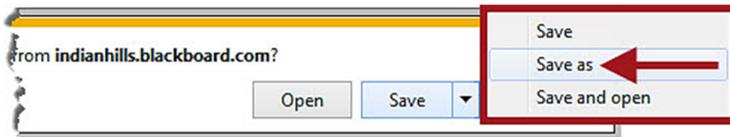
In the pop-up window that opens, type the name of the file in the box next to "File name:" and select where you would like to save the report. Then, click "**Save**."

The Excel file should now be saved to your computer or flash drive.
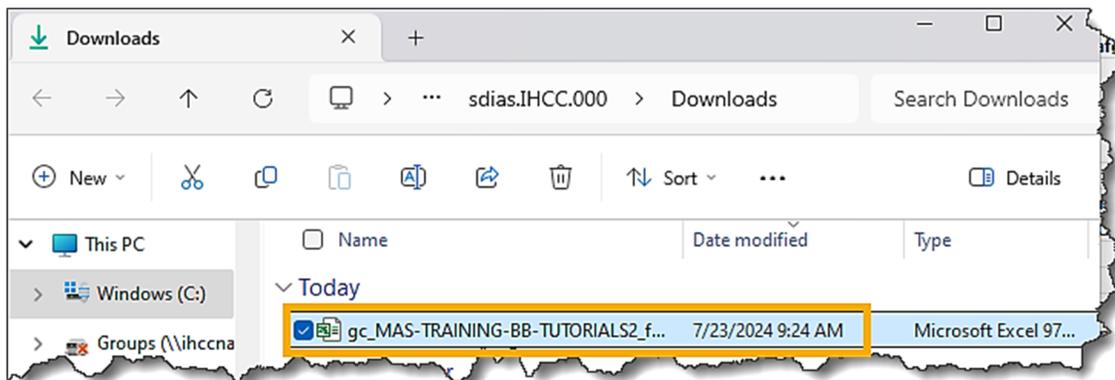
Open the file to view students' names and grades in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	First Nam	Course Gr	Introduce	LU01: Qui	LU02: Qui	LU02: Essa	LU03: Lab	LU04: Qui	Famous Pl	Personal F	Important	Final Grade [Tc
2	Adler	Irene	97.43%	10	100.00%	100.00%	95.00%	85.00%	100.00%	100	92	10	95.67%
3	Beckett	Sam	79.87%	10	95.00%	85.00%	90.00%	80.00%	100.00%	0	98	10	79.50%
4	Bering	Myka	78.06%	10	85.00%	62.00%	75.00%	80.00%	95.00%	33	96	10	76.53%
5	Bishop	Walter	91.87%	10	90.00%	95.00%	90.00%	90.00%	95.00%	100	82	8	91.33%
6	Blye	Kensi	89.37%	8	100.00%	100.00%	95.00%	90.00%	90.00%	95	75	9	93.83%
7	Brown	Leroy	71.13%	7	15.00%	70.00%	50.00%	80.00%	90.00%	85	94	10	70.75%
8	Bueller	Ferris	70.05%	9	25.00%	35.00%	50.00%	98.00%	85.00%	92	92	6	67.40%
9	Cooper	Sheldon	91.84%	10	100.00%	95.00%	75.00%	85.00%	95.00%	82	99	10	89.90%
10	Dent	Stuart	94.57%	10	100.00%	100.00%	95.00%	90.00%	100.00%	75	97	10	94.00%
11	Donovan	Claudia	97.02%	10	100.00%	100.00%	95.00%	90.00%	100.00%	95	98	4	89.33%

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

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Office of Online Learning

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

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