

## Work Offline

The work offline feature in the grade center allows an instructor to upload grades efficiently.

### Download

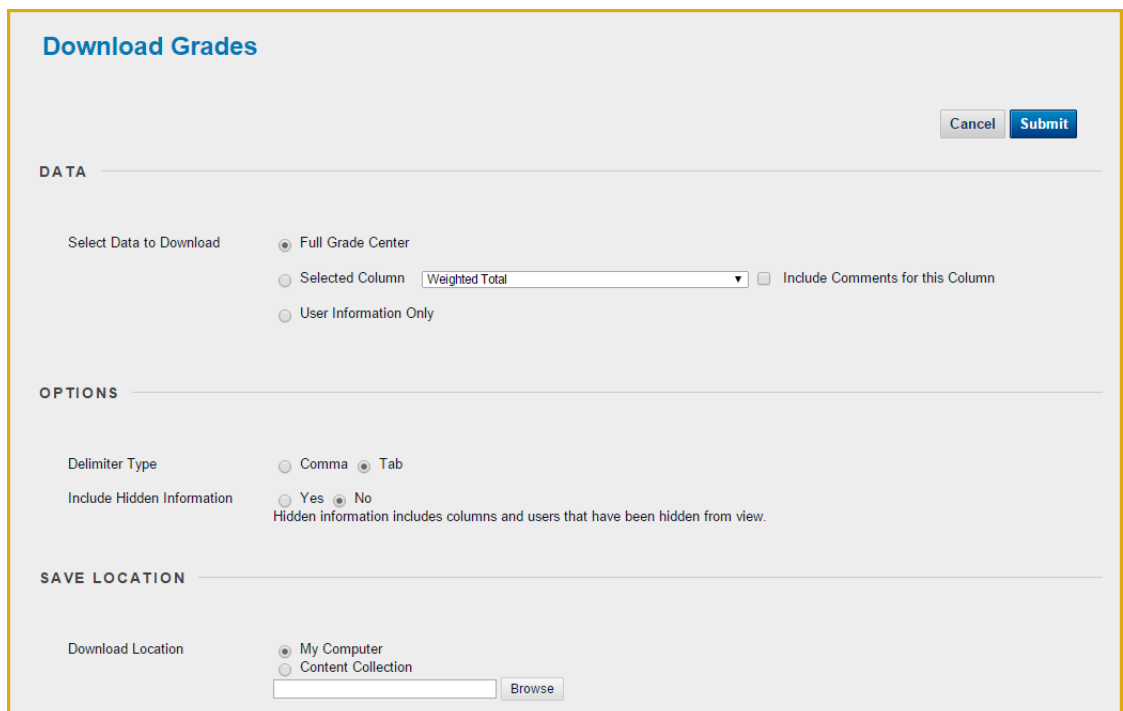
1. Enter the grade center.
2. Select **Work Offline**, then **Download**.
3. Select the data to download: **full grade center**, **selected grading period**, **selected column** or **user information**.
4. Select the file delimiter, **Comma** or **Tab**.
5. Select the **location** for the download.
6. Select **Submit**.
7. On the next page, select **Download** and save the file.

### Upload

1. Enter the grade center.
2. Select **Work Offline**, then **Upload**.
3. Select **Browse My Computer** or **Browse Content Collection**, then select the file to upload.
4. Select the delimiter type: **Comma**, **Tab**, or **Auto**.
5. Select **Submit** to upload the selected file.
6. On the Upload Grades Confirmation page, review the list of data from the file to be uploaded.
7. Select **Submit**.

### Tips

1. Use tab delimited files.
2. Download the grade center first to have the document preformatted.
3. Create columns in the grade center before downloading
4. Do NOT delete or change column headers.
5. Columns added through an upload are text columns.
6. Text column cannot be included in calculated columns.



**Download Grades**

Cancel Submit

DATA

Select Data to Download

Full Grade Center

Selected Column Weighted Total  Include Comments for this Column

User Information Only

OPTIONS

Delimiter Type

Comma  Tab

Include Hidden Information

Yes  No

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

SAVE LOCATION

Download Location

My Computer

Content Collection

Browse