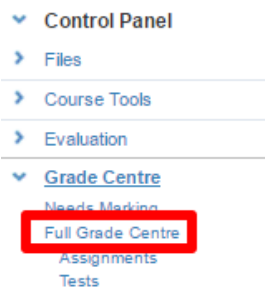


Save Grade Centre

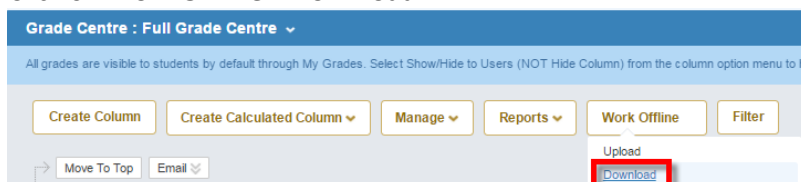
The following steps show you how to save Grade Centre as a spreadsheet that you can open in a program such as Excel.

We recommend that you do not delete/change content in your Blackboard course while retrieving material, so that the final archive contains all course content.

1. Log in to Blackboard at <https://myuni-blackboard.adelaide.edu.au/> and navigate to your course.
2. Go to **Course Management > Control Panel** and click the ▼ next to **Grade Centre**.
3. Click **Full Grade Centre**.



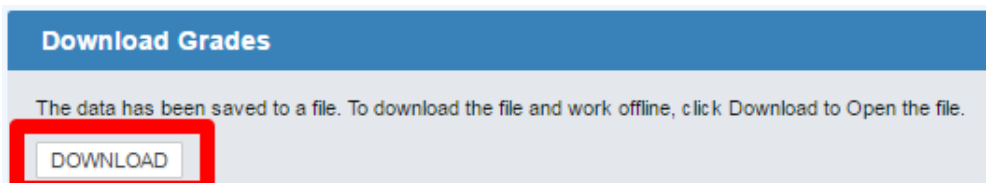
4. Click on **Work Offline > Download**.



5. Select **Full Grade Centre**. Click **Submit**.



6. Click **DOWNLOAD**



7. A file in format *gc_your-course-name_fullgc_year-date-time.xls* will be downloaded to the Downloads folder on your computer. The file can be opened in Excel.



8. Save the file to a location where you can find it for future use. Working documents may be held in a shared network folder. All final versions of course accreditation material should be stored in HPE Content Manager.