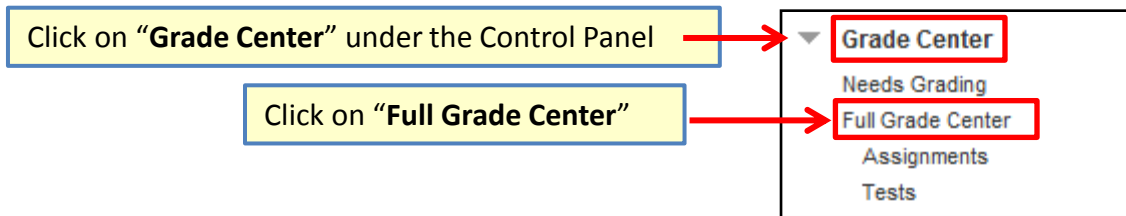
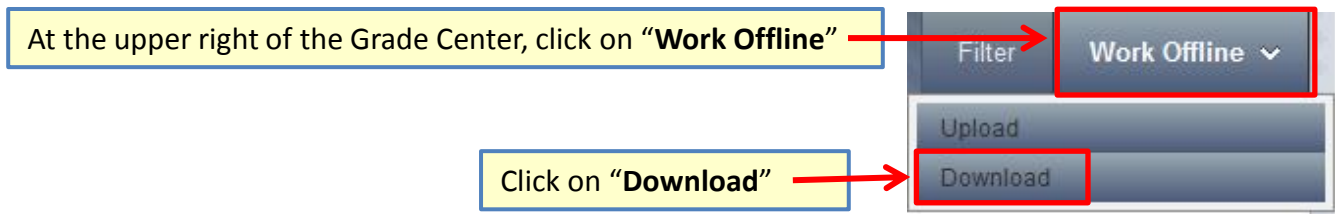


How to Download the Grade Center

Step 1: Access the Grade Center



Step 2: Go to Download Option



Step 3: Choose Download Settings

1. Data

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

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

2. Options

Delimiter Type Comma Tab

Include Hidden Information Yes No

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

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

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.

Step 3 continued: Choose Download Settings

3. Save Location

Download Location

- My Computer
 Content Collection

Browse

4. Submit

Cancel

Submit

Step 4: Download and Save to Computer

Click on Download button that appears after submitting the options.

The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD

Look for a message box like the following to appear on your computer screen – usually near the bottom of the browser window.

Do you want to open or save gc_course-001_fullgc_2012-12-06-18-44-45.csv from learn.uconn.edu?

Open

Save

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.