



# Grade Centre: Working offline

## Factsheet: Uploading and downloading marks to or from the Grade Centre



*TIP:* Always download and save a copy of your full grade centre first in the *Content Collection* before you download it to your computer and edit or add new marks. It serves as a backup of the grade centre should anything go wrong while editing marks.

When uploading grades, first download the Grade Centre and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file are formatted correctly.

### Step 1: Download

- Full or partial data can be downloaded from the Grade Centre.
  - **Select Data to Download:**
    - **Full Grade Centre:** Contains all columns and associated data. Comments will not be included and cannot be added offline.
    - **Select Marking Period:** Contains all the columns from the selected Marking Period. Marking Periods must be created before they can be chosen.
    - **Select Column:** Contains the data from one selected column. Tick the box to include comments accessed through the Quick Comment feature or the Manually Override page, which will allow comment text to be edited offline.
    - **User Information Only:** Contains columns with user data such as First Name, Last Name and User Name.
  - If you need to add **comments** – only the one column needing comments could be downloaded. Add comments to the right column that you have downloaded.
    - **Grading Notes:** Grade Centre column-specific comments visible only to the Instructor
    - **Feedback to User:** Grade Centre column-specific comments visible to Students
- Save
- Data can be downloaded as
    - tab-delimited (.xls). This file can also be saved as (.txt);  
or
    - comma-delimited files (.csv).
  - Downloaded files can be saved on a local computer or in a Content-Collection folder.

### Step 2: Work offline

After the file is downloaded and opened in the appropriate editing software, changes may be made. If the Full Grade Centre has been downloaded, Grades can be added or changed and the file saved for uploading. If a single Grade Centre column has been downloaded, Grades and comments can be added or changed and the file saved for uploading.

- Calculated columns
  - ! Remember that **calculated** columns **cannot** be edited offline and uploaded.
- Adding comments
  - Comments will be downloaded only when a single Grade Centre column and the option to include its associated comments are selected.
  - The comments downloaded and uploaded will be for the grade (accessed in the Quick Comment feature or the Manually Override page) and not the attempt (accessed in the View Attempt or grading pages).
  - Four comment-related columns will be included in the downloaded file. If comments have been added through Quick Comment or Manually Override online, those will appear under the appropriate column header. Otherwise, comments may be added offline and uploaded to the Full Grade Centre to appear in the Quick Comment feature or Manually Override page.
  - Add or edit comments in the **Grading Notes** or **Feedback to User** column.
  - Links within comments to rich media, such as images or sound files, should be inserted and edited online.
- Save
  - Remember to save the file as:
    - Tab-delimited files (.XLS) OR
    - Comma-delimited files (.CSV)

### Step 3: Upload

- When editing is complete, save the file, return to the Full Grade Centre online and click **Work Offline>Upload**.
- Choose the file (in the correct file format) you want to upload.
- A screen will appear with a list of the columns and changed marks indicated.
- You may then deselect the columns that does not need uploading and choose to upload only the new / changed columns.
- Uploaded / edited marks will also be editable in the Grade Centre.