

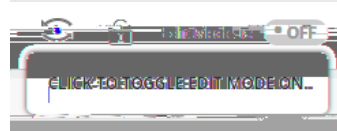
## Download Grades

Downloading grades allows you to download an excel document to work with student grades offline.

### Edit Mode is ON



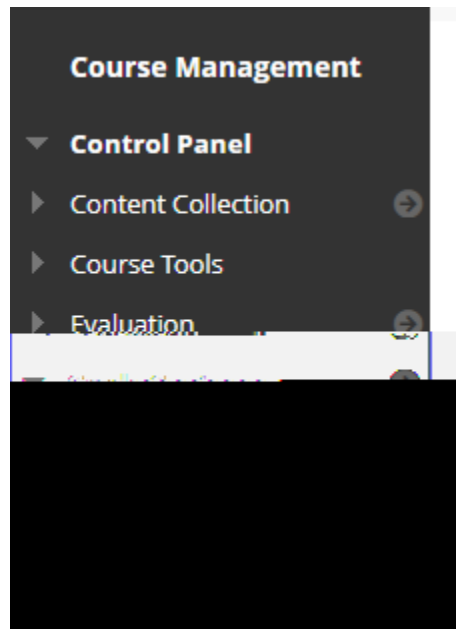
Make sure edit mode is on  
(Top right of screen)  
Click to toggle.



### Edit Mode is Off

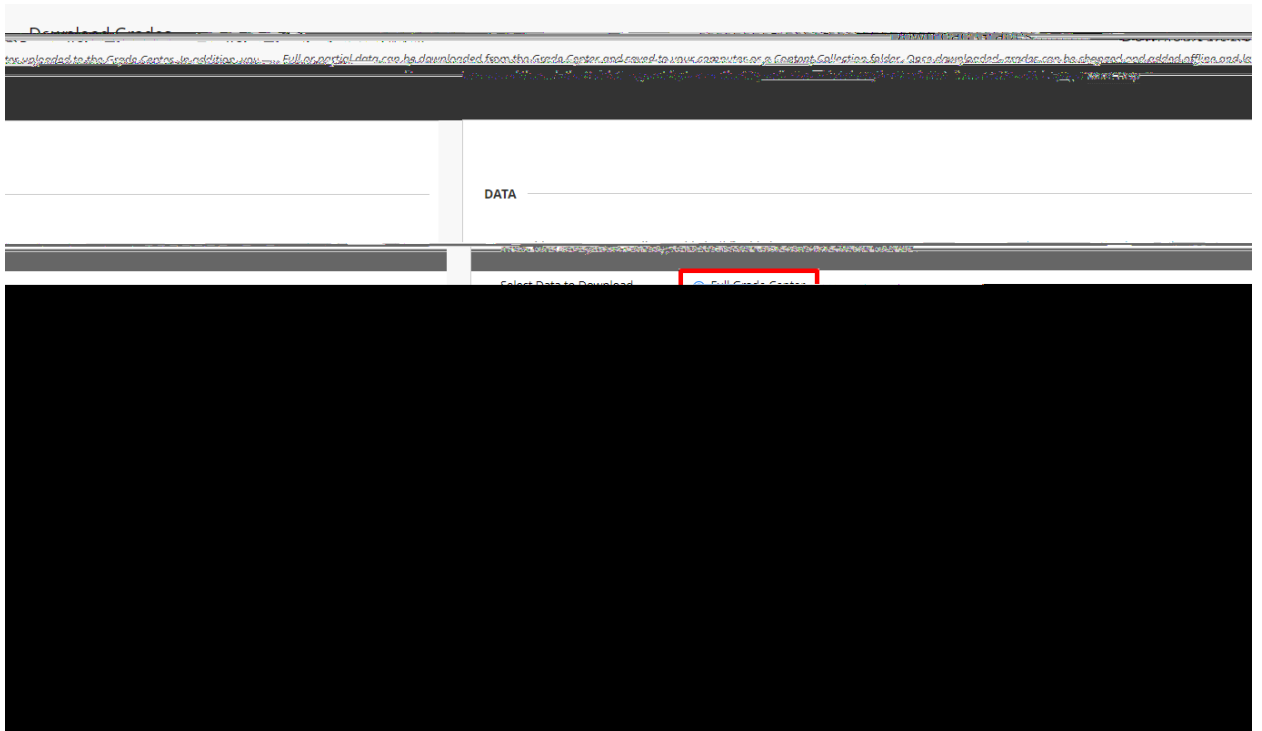


1. On the left menu click on Grade Center then Full Grade Center.

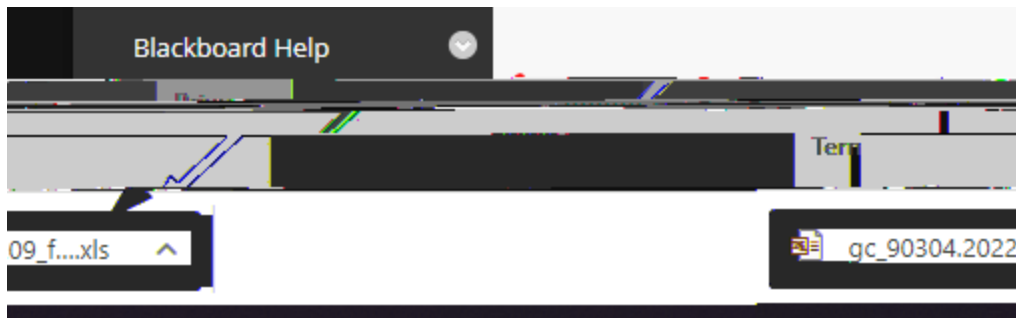


2. On the right hand side click Work Offline and then press Download.

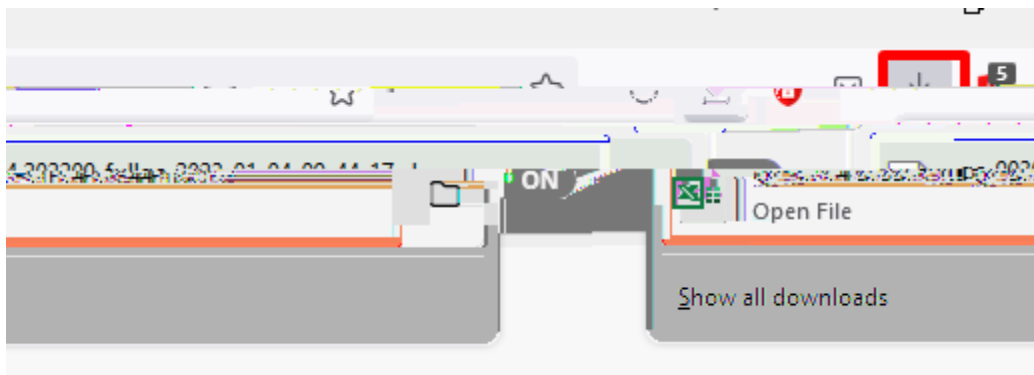
3. Choose the data that you would like to download. Usually you want the Full Grade Center.
4. Press Submit.



5. If you are using Chrome it should download and show up on the bottom left hand of your window.



6. If you are using Firefox it will download and show up in the top right.



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