

Download Grades

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

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

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.

Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

