

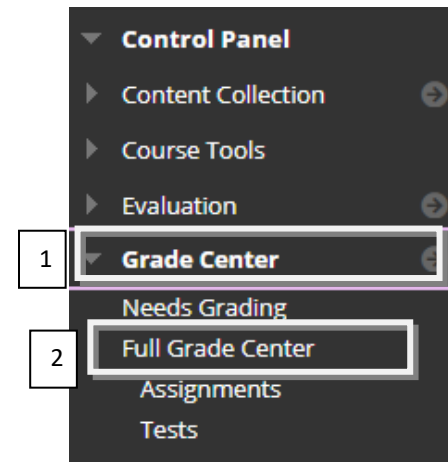
## Download Grade Center

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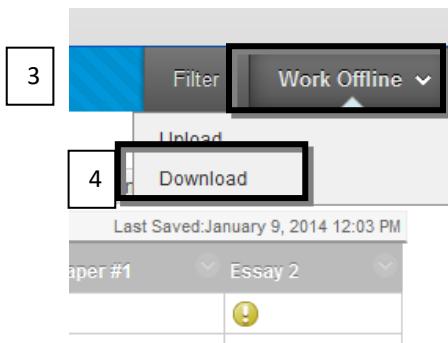
You must complete the following tasks if your discussion board are not working.

- Download the Grade Center. **Complete this task first** because removing grading status will eliminate all discussion board grades from the Grade Center.
- Remove grading from the discussion boards
- Create a column to re-post discussion board grades

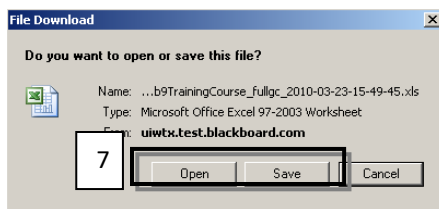
### Download the Grade Center



1. On the **Control Panel**, click **Grade Center**.
2. Click **Full Grade Center**.



3. On the *far right side* of the Grade Center, Click **Work Offline**.
4. Click **Download**.
5. The **Download Grade Center Page** opens. It is not necessary to change any of the options, just click **Submit**.
6. On the following page, click **Download**.



7. A *Dialogue Box* opens. Click **Open** to review the worksheet.
8. Click **OK** to exit the **Download page**.
9. Once downloaded, save the document as an *Excel Workbook*.