

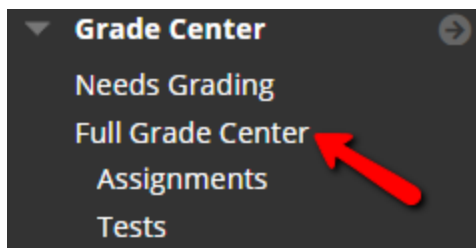
Backup the Grade Center in Scholar

This document discusses backing up the Grade Center in a Scholar Original Course. For backing up the Gradebook in an Ultra course, the relevant documentation is located [here](#).

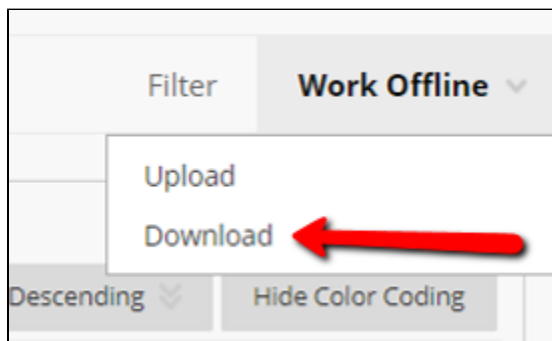
There is no event quite as frustrating as accidentally deleting a grade or grade column from the Scholar Grade Center. While Scholar records each change that you make to the Grade Center, you may find it easier to restore from a backup. This article describes how to back up your Grade Center.

The Grade Center has a feature that allows you to save a copy on your own computer. You may want to save a copy before and after you make major changes to your Grade Center layout or grade a large number of papers.

In the course, use the control panel to access the Full Grade Center.



Choose Download from the Work Offline menu in the upper-right corner of the Grade Center



On the screen that comes up, you will be able to download either the full grade center or a specific column.

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

☒ Full Grade Center

☐ Selected Column Portfolio assignment ▼ ☐ Include Comments for this Column

☐ User Information Only

In the next section, select Comma Delimited for the file type, as there are problems importing the tab delimited format into newer versions of Excel. Then choose if you want to include hidden columns and/or users.

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Self support Excel.

Delimiter Type

☒ Comma ☐ Tab

Include Hidden Information

☐ Yes ☒ No

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

To save the information to your computer, make sure My Computer is selected as the download location.

SAVE LOCATION

Select where to save the file.

Download Location

☒ My Computer
☐ Content Collection

Browse

Once you have everything selected, click submit and you'll be taken to a screen that will allow you to download your Grade Center. Click the **DOWNLOAD** button to download the file.

The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

DOWNLOAD

You can then open the file in Excel or another spreadsheet program to verify the data is all there and ready should you need to refer to it later.