

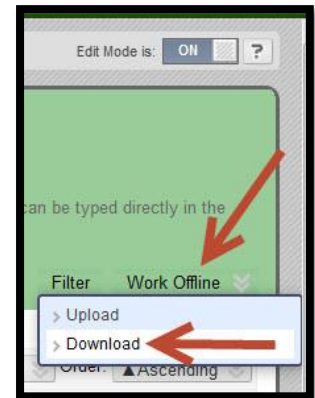


Downloading the Blackboard Learn Grade Center for Retention/EIS Upload

At the end of each semester faculty must download the Full Grade Center from Blackboard Learn and keep for 5 years in accordance with the [UNT Records Retention Schedules](#). Also, at the end of each semester faculty must upload the student grades to EIS. If the Grade Center is maintained within Blackboard Learn, the process to download the Grade Center and then upload to EIS will be minimal.

Steps:

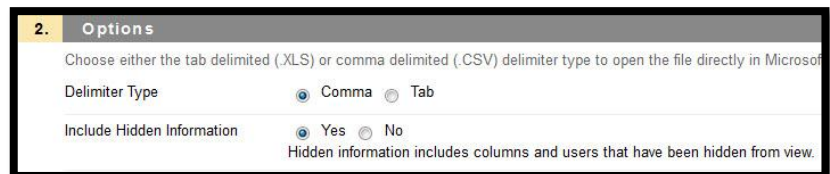
1. Go to the **Full Grade Center**
2. Click on **Work Offline**, then choose **Download** (right side of screen below the Edit Mode is ON)



3. Choose **Full Grade Center**



4. Choose **Delimiter Type** – Comma, include hidden information
5. Download Location – My Computer



6. **EIS Upload (only)** – delete all columns except EMPLID or EUID and the Letter Grade Column
7. **EIS Upload (only)** – Save as a **“.CSV”** file and follow the instructions to [Upload into EIS](#).
8. **Records Retention** – do not delete any columns and save the file as Excel Workbook.

Best Practices:

- The academic department is required to maintain the documentation for a full 5 years.
- Create a Letter Grade column before you attempt to download the Grade Center information to upload into EIS.