# Download the marks as a spreadsheet

You need a copy of the marks which you can upload to EUCLID. You can do this through the **Grade Centre** in Learn.

Go into the Learn course, and scroll down to the **Course Management** part of the menu. Expand the **Grade Centre** menu and click on **Full Grade Centre**.

Click on the **Work Offline** option at the top-right hand side. Click the **Download** option.



Make sure you change the **Delimiter Type** to *Comma*. Leave all the other default settings and click **Submit**. Then click on **DOWNLOAD**.

You will need to tidy up this spreadsheet before you use it.

Open up the CSV file you downloaded and remove all columns \*except\* the one with the *Username* and the one with the mark you plan to upload. Also remove the first row with the column headers and re-save, being careful to keep it as a CSV file.