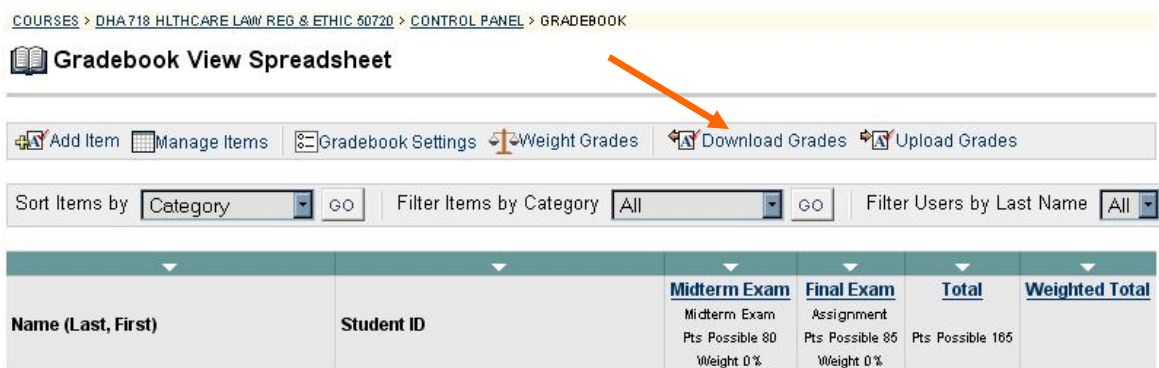


Downloading Grades

To download a Blackboard course gradebook, enter the desired course and click on the control panel. In the assessment section click on “Gradebook.”

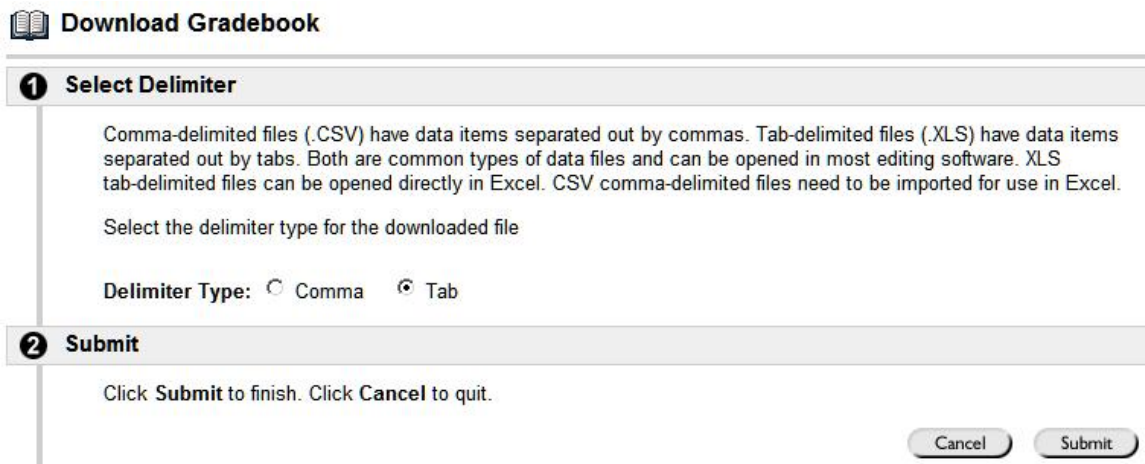


From the options at the top of the page, click the “download grades” button.



A screenshot of the Blackboard Gradebook View Spreadsheet control panel. The breadcrumb trail is "COURSES > DHA 718 HLTHCARE LAW REG & ETHIC 50720 > CONTROL PANEL > GRADEBOOK". The main heading is "Gradebook View Spreadsheet". Below the heading is a toolbar with buttons for "Add Item", "Manage Items", "Gradebook Settings", "Weight Grades", "Download Grades", and "Upload Grades". An orange arrow points to the "Download Grades" button. Below the toolbar are filters for "Sort Items by" (set to "Category"), "Filter Items by Category" (set to "All"), and "Filter Users by Last Name" (set to "All"). Below the filters is a table with the following columns: Name (Last, First), Student ID, Midterm Exam, Final Exam, Total, and Weighted Total. The Midterm Exam column shows "Midterm Exam", "Pts Possible 80", and "Weight 0%". The Final Exam column shows "Assignment", "Pts Possible 85", and "Weight 0%". The Total column shows "Pts Possible 165".

On the next screen, select the desired delimiter type. For nearly all users, Tab is the appropriate choice. Click the “submit” button to continue.



A screenshot of the Blackboard "Download Gradebook" screen. The heading is "Download Gradebook". Below the heading is a section titled "1 Select Delimiter" with the following text: "Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel." Below this text is the instruction "Select the delimiter type for the downloaded file". Below the instruction are two radio buttons: "Comma" and "Tab". The "Tab" radio button is selected. Below the radio buttons is a section titled "2 Submit" with the instruction "Click Submit to finish. Click Cancel to quit." At the bottom right of the screen are two buttons: "Cancel" and "Submit".

Click the “download” button and then select “Save.” You will now have to select a location to save the file to your computer. Save the file to an easy-to-find location. The gradebook information is now saved in a comma separated value, or .csv file and can be opened with Microsoft Excel or other similar software programs.