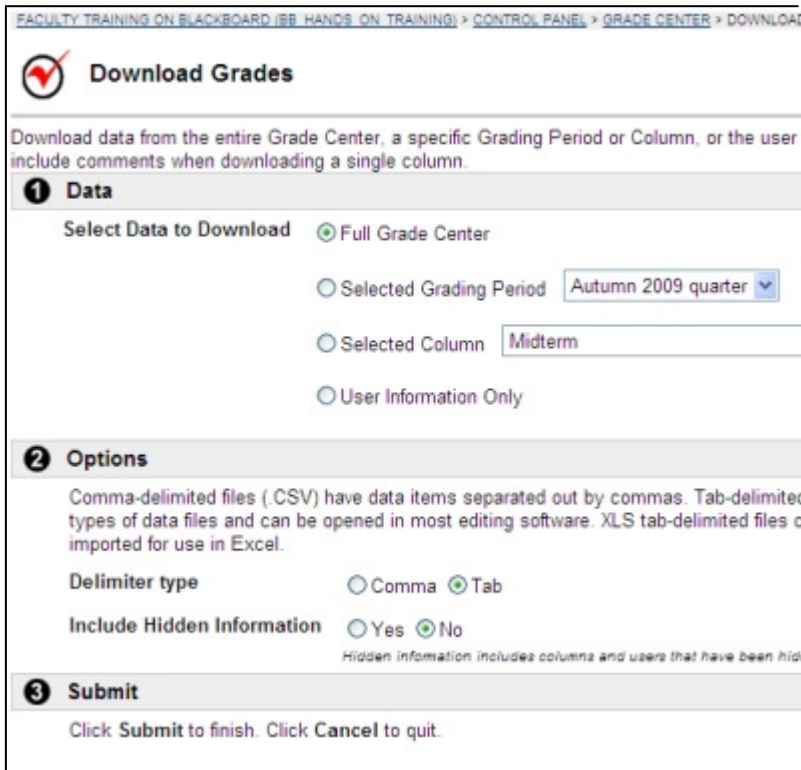
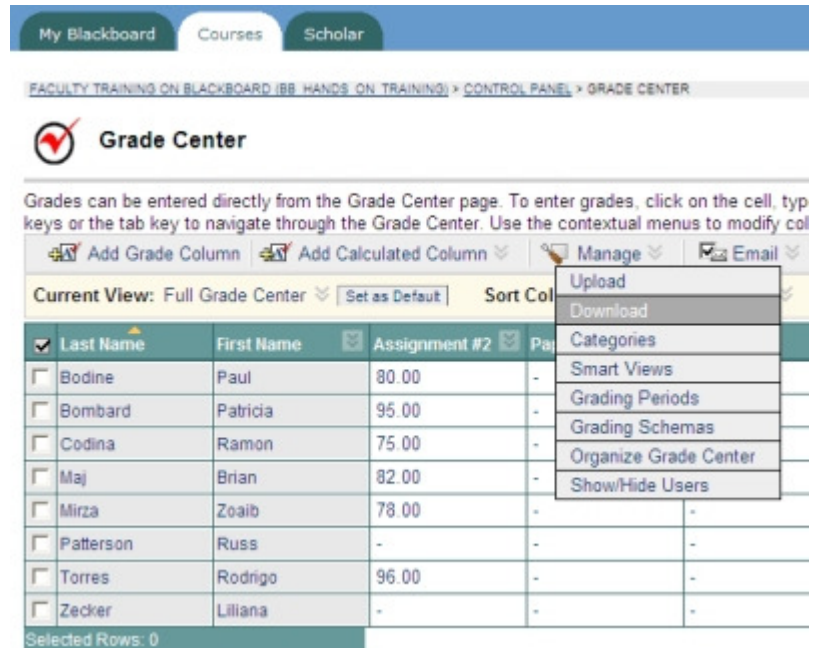


Why Download?

You can download the grades in your Blackboard grade sheet to a form that can be read by Microsoft Excel. Version 8 of Blackboard offers many new capabilities for grade sheet formation and you may find those capabilities sufficient for your purposes, making the use of a separate spreadsheet unnecessary. You may still want to occasionally download grades to a locally-stored spreadsheet for any of these reasons:

- to back them up
- to manipulate grades with sophisticated formulas
- to combine the grades with grades from other sections for longitudinal analysis.

Downloading is simple, here is how to do it:



How to...

Click the chevron next to the Manage menu selection and then scroll down to Download. When you click on Download the screen illustrated at the left will appear.

At **1**, if you have grouped assignments into grading periods you can select a group of assignments, but it's often the case that you want to download the full Grade Center for the course (the complete grade sheet).

At **2** you can choose either comma-delimited or tab-delimited output file formats—Excel can open either one (but comma-delimited is a bit handier than the default tab-delimited). Hidden information consists of the columns you have hidden on your grade sheet and kept from student view (they are grayed out on the instructor's screen).

At **3** click Submit at the right side of the screen (not shown on this illustration) download. You can specify any file name and folder on your computer or flash drive to house your download. Open the file using Excel to view it, and save it as a spreadsheet.