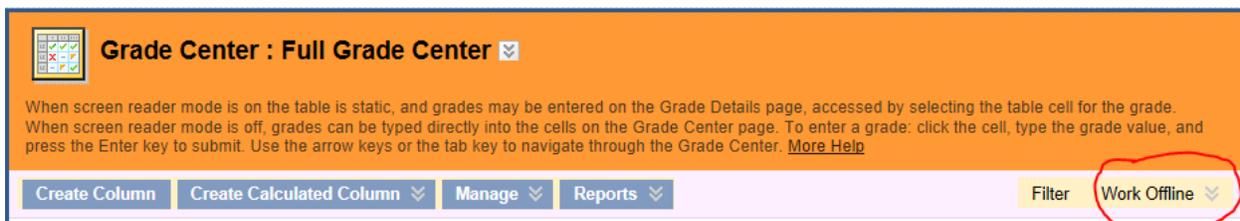


COOL A TOOLS

Downloading the Grade Book

It is always a good idea at the end of the semester to ponder ways in which to wind things up. One of the routine chores we are tasked with as instructors at Angelina College is to turn in our official grade books to the Records Office at the end of the semester. This might cause some online instructors to wonder how to create an “official” grade book from their virtual ones in Blackboard. While some may take the trouble to print out a hard copy and others might turn to transcribing them, Blackboard actually has an easy way to convert an online course’s grade book into a spreadsheet.

To do this, the first thing you need to do is access the full Grade Center after logging on to Blackboard.

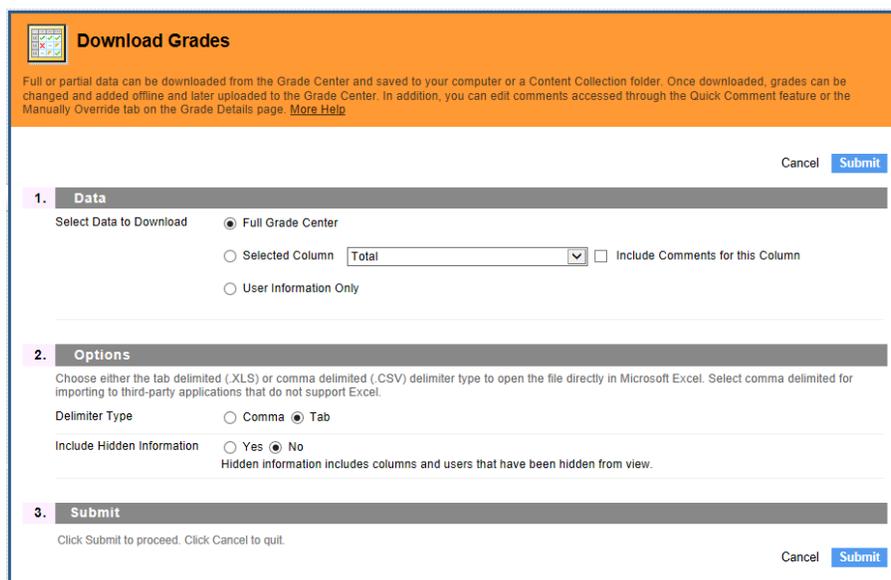


Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Once here, click on the button labeled “Work Offline.” The button can be found on the far right of the Full Grade Center just underneath the text directions (see image above). Click on this button and select “Download,” and this will pull up the Download Grades menu (see image below).



Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

1. Data

Select Data to Download Full Grade Center
 Selected Column Include Comments for this Column
 User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

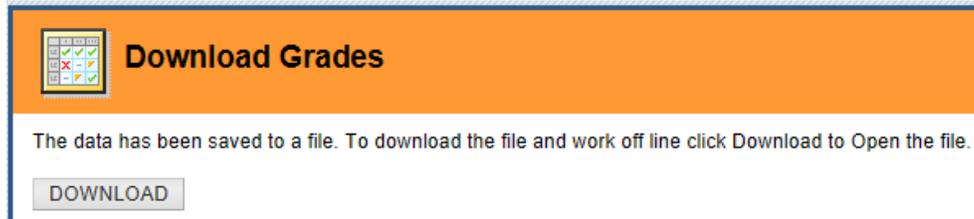
Delimiter Type Comma Tab
Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

The Download Grades menu presents with a variety of options, but since this edition of Cool Tools is dedicated to downloading the Grade Book, I will focus on those options which best achieves that objective. Select the Full Grade Center to be downloaded in the Data options. Next, select “Tab” under the Delimiter Type, and “Yes” to include all Hidden Information. Finally, click submit to bring up the final download grades screen (see below).



Once Blackboard displays this screen, click on “Download,” to download the Grade Book file. This file can be opened in Microsoft Excel for printing or editing.

Now that you know how to download Blackboard’s Grade Book, make sure that you turn in your final grades by 10:00AM to the Records Office or you are sure to end up on the Naughty List.

If you have any questions on these or any other of Blackboard’s cool tools, please do not hesitate to contact Dr. Tom McKinney at extension 4522.