

Census Stats Blackboard Learn

1. Open full grade center.
2. For the census stats (the first 10% of the course), use the Course Entry quiz drop down box.
3. Select "view grade history."
4. Select "all" in the top, right box to show *all* entries until the current date.
5. Click "Go" to refresh entries.
6. Click "download" and select results with tab delimiter, no comments. Click Submit.
7. The document will be in lower left corner of screen as a closed file. Open file.
8. A grayed-out file will appear on the screen with a warning "pop up", click yes.
9. The file will open.
10. Click File. Click Save as and identify where to save the file.
11. The file type must be changed from "Unicode Text" to "Excel Workbook"
12. Label files with underscores:
YearSemester_Prefix_Course###_section####_Census
Examples:
2023SU_ENG_112_1B01_Census
*Co-req. courses should be labeled together:
2023SU_ENG_011_111_19D1_Census
13. Click Save