

## Census Stats Blackboard Ultra

1. Click on "Gradebook" at the top of the page
2. "Download gradebook"—top, right down arrow.
3. To collect the first 10% of the course, select "Grade History" and the Course Entry quiz.
4. Select .xls
5. Select "my device"
6. Click "download"
7. 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. 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\_111\_1905\_Census  
    \*Co-req. courses should be labeled together:  
    2023SU\_ENG\_011\_111\_19D1\_Census
13. Click Save