

Compiling Complete Gradebook (Final)

Blackboard Learn

1. Open full grade center.
2. For full complete gradebooks use the “Work Offline” tab at the top right of grade center.
3. Select "Download"
4. Under “Select Date to Download” Select “Full Grade Center”
5. Under options: with tab delimiter, no Hidden Information. Click Submit.
6. Click Download
7. Click File. Click Save as and identify where to save the file.
8. The file type must be changed from “Unicode Text” to “Excel Workbook”
9. Label files with underscores:

Example:

YearSemester_Prefix_Course###_section####_ Final

2023SU_ENG_112_1905_ Final

10. Click Save