Compiling Complete Gradebook (Final)
Blackboard Ultra

1. Click on "Gradebook" at the top of the page.
2. "Download gradebook"—top, right down arrow.
3. To collect the complete gradebook at the close of the term, select "Full Gradebook" and select all.
4. Select .xls
5. Select "my device."
6. Click "download."
7. The document will be in the 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. A 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:
    Example:
      YearSemester_Prefix_Course###_section####_Final
      2023SU_ENG_111_1905_Final
13. Click Save