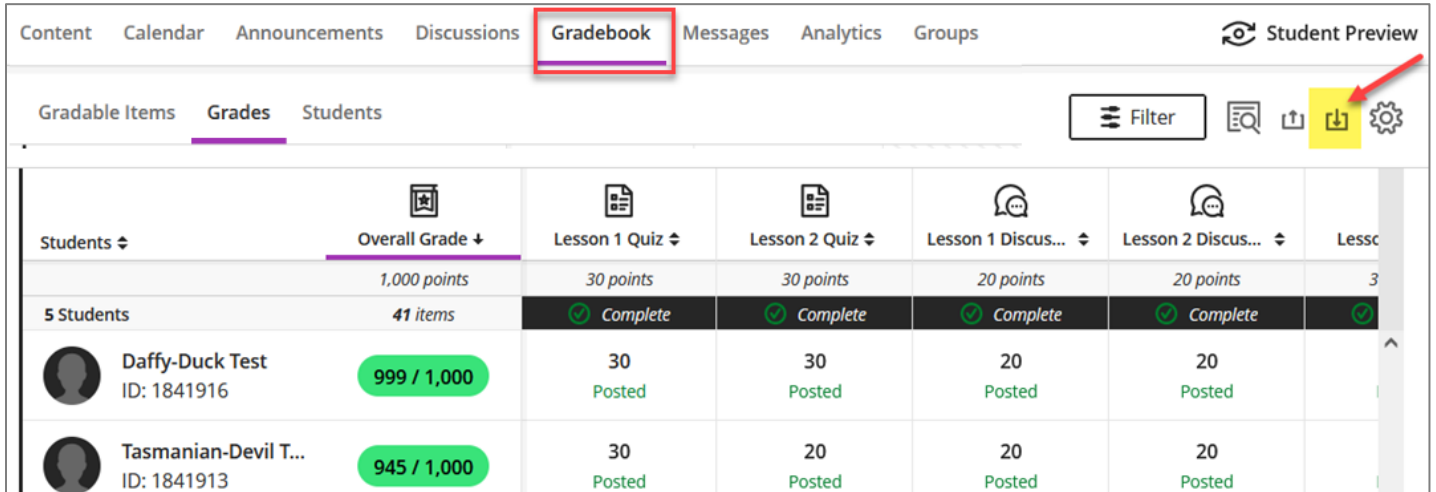


## Download and Submit Your Blackboard Grade Book Using MS Office 2019

### Part 1 - Downloading your grade book:

1. Log into Blackboard and enter your course.
2. Navigate to '**Gradebook**' page, and select '**download**' icon:



Students	Overall Grade	Lesson 1 Quiz	Lesson 2 Quiz	Lesson 1 Discus...	Lesson 2 Discus...	Lessc
5 Students	41 items	Complete	Complete	Complete	Complete	3
Daffy-Duck Test ID: 1841916	999 / 1,000	30 Posted	30 Posted	20 Posted	20 Posted	
Tasmanian-Devil T... ID: 1841913	945 / 1,000	30 Posted	20 Posted	20 Posted	20 Posted	

3. Select '**Full Gradebook**', check the box '**Select All Items**', and click '**Download**':

### Download Grades

**Download Options**

**Grade Records**

Full Gradebook  
All grades in the Gradebook

Grade History  
History of changes made to grades

---

**Record Details**

Choose which assignments, assessments, or items to include in your download

Select All Items

Lesson 1 Quiz

Lesson 2 Quiz

Lesson 1 Discussion

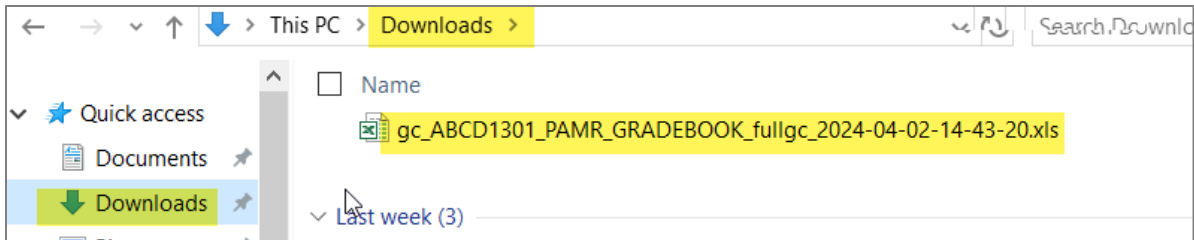
Overall Grade

Include feedback for the selected item

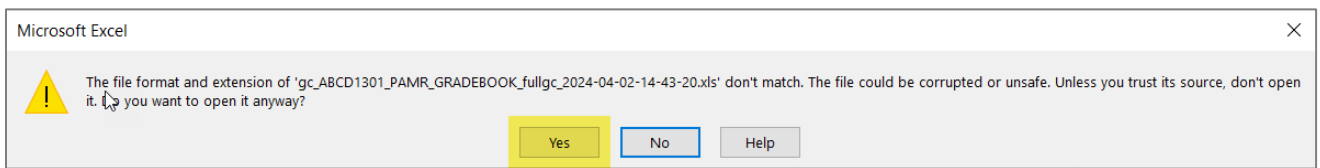
Feedback can only be included for one column

## Part 2 - Save grade book in the correct format:

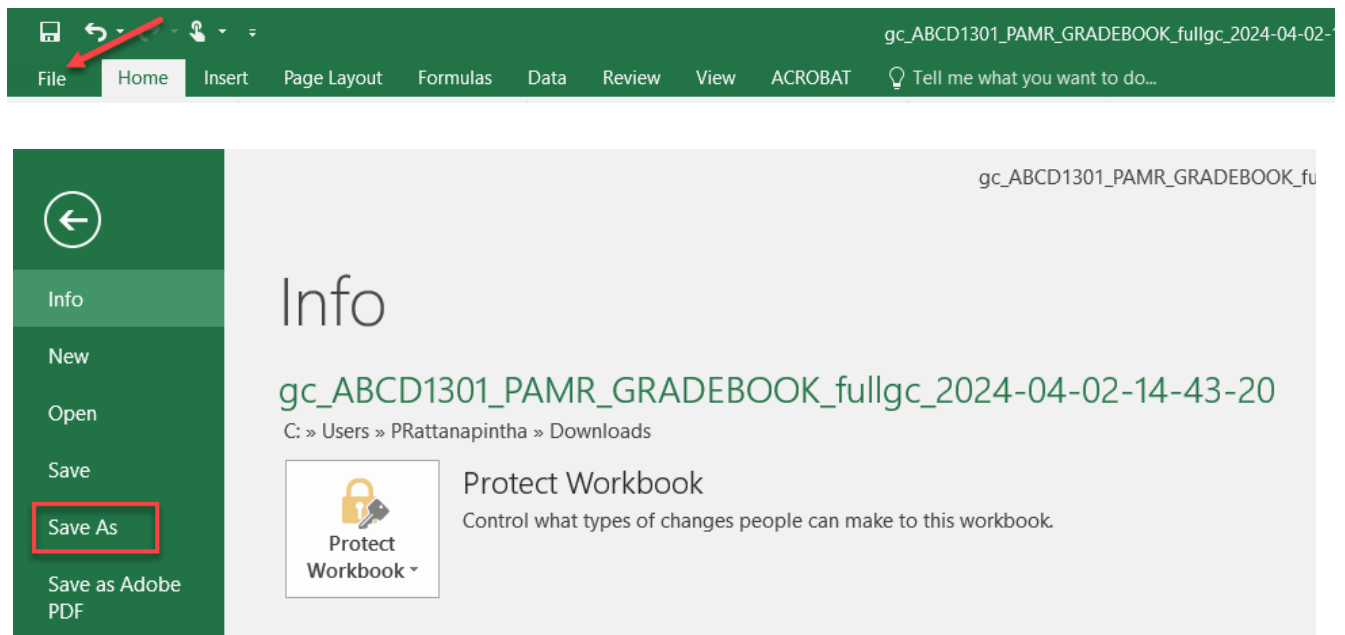
1. Locate the grade book file from where you have downloaded, and double click the file to open:



2. Grade book will open up in Microsoft Excel. Click 'Yes' at the warning about the format:



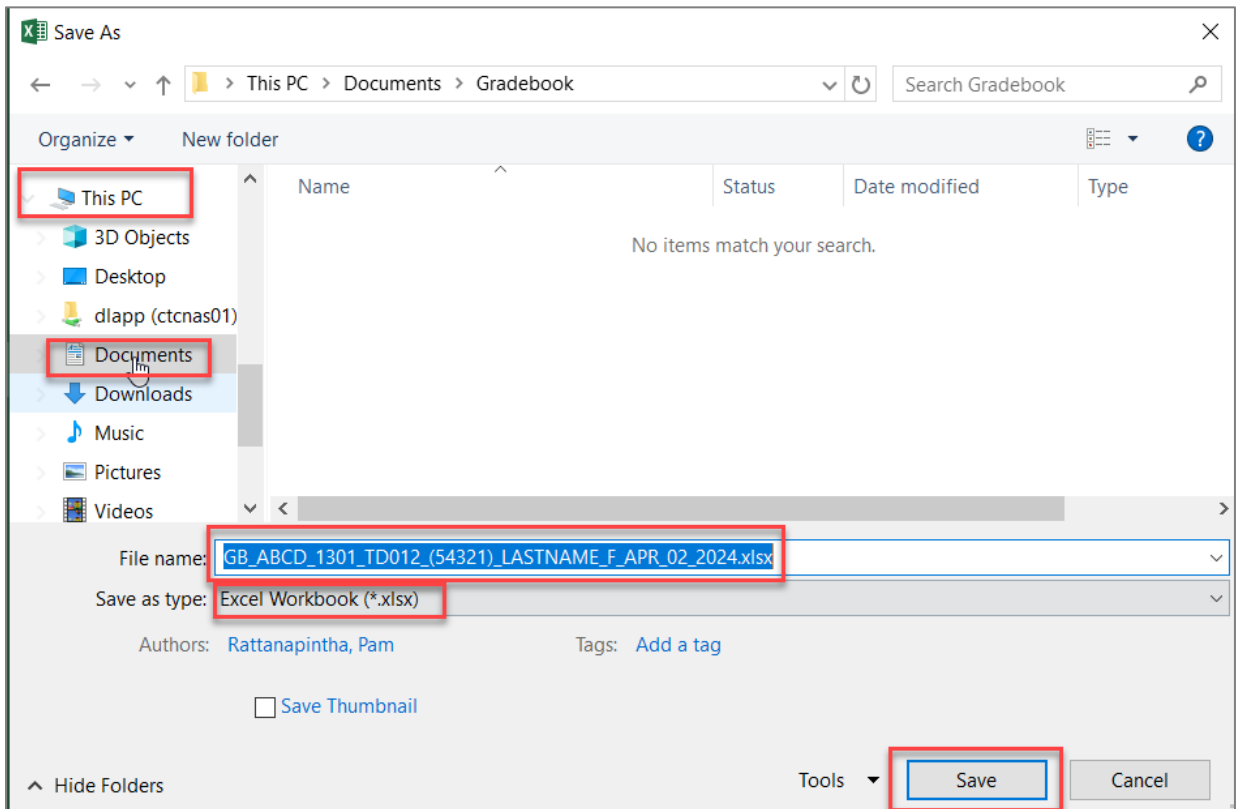
3. Click the 'File' menu, and choose 'Save As':



- 4. Select the location where you wish to save the gradebook.
- 5. **Save as type “Excel Workbook (\*.xlsx), and enter the file name using the format below:**

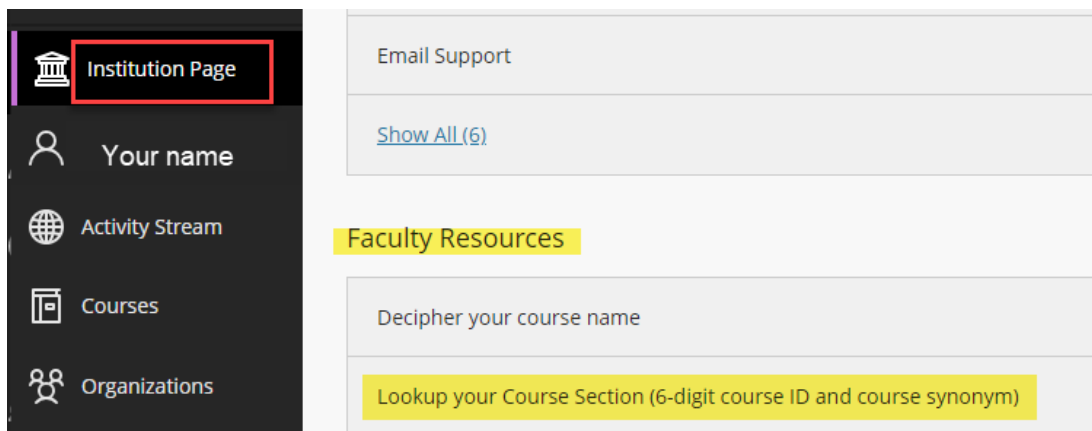
Example of file name for ABCD1301.20240402.633556 would be:

**GB\_ABCD\_1301\_TD012\_(54321)\_LASTNAME\_F\_APR\_02\_2024**



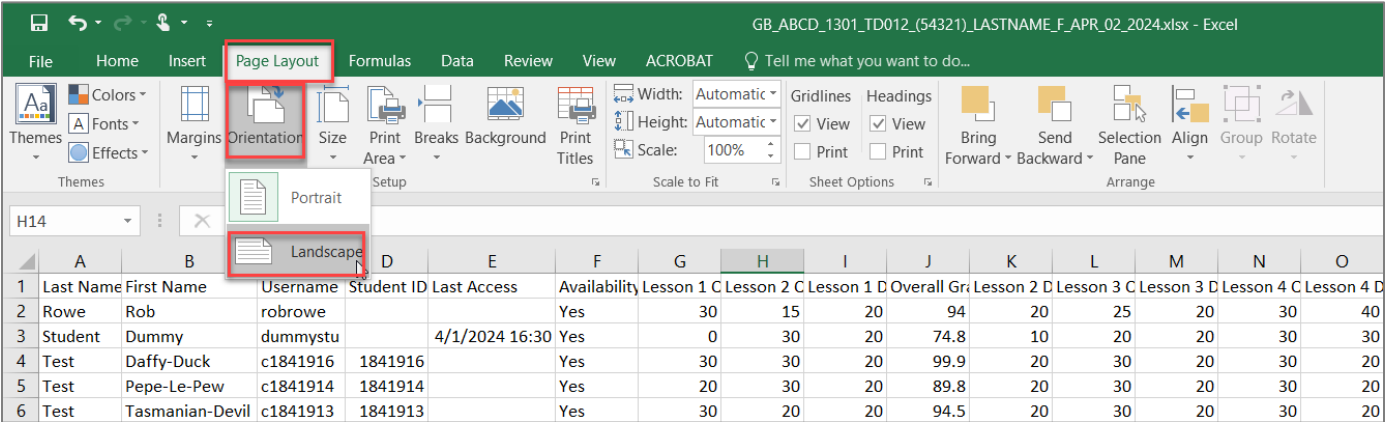
**Note:**

- 1. GB Stands for Gradebook
- 2. The underscore “\_” is **required** to hold the spaces
- 3. **The number in parenthesis is the synonym number - NOT the Blackboard Course ID Number. To find course synonym, refer to the subject line of the Cert Roll email or the Faculty Resources in Blackboard:**



**Part 3 – Formatting your gradebook:**

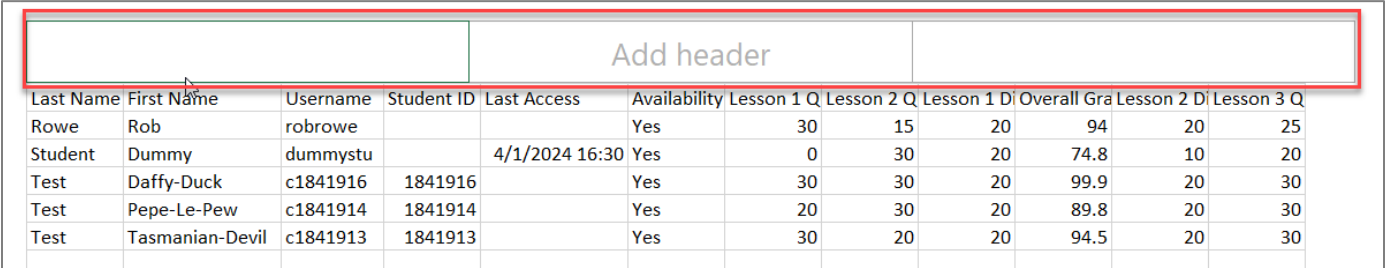
1. Select 'Page Layout' > 'Orientation' > 'Landscape':



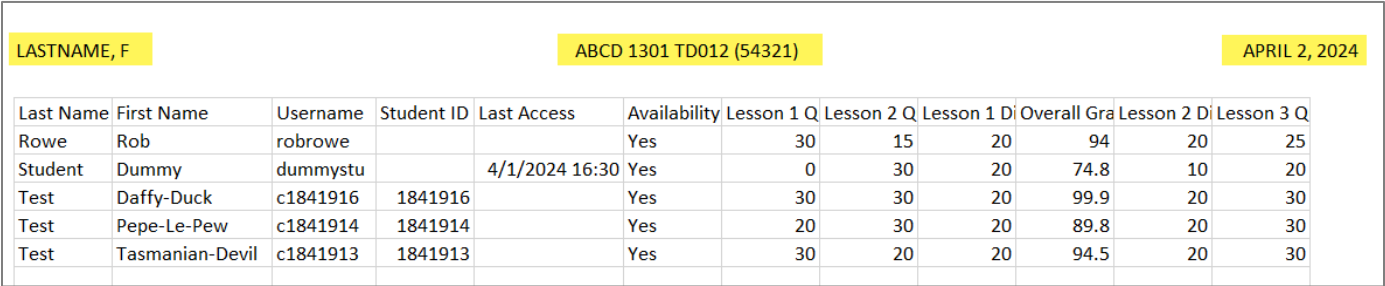
2. At the bottom right of the page, click the 'Page Layout' view button:



Move your mouse to the top of the page, and you should now have 3 boxes in the header:



- 3. Click on the **left** box and type your name. Ex. **Lastname, F**.
- 4. Click on the **middle** box and type your course information. Ex. **ABCD 1301 TD012 (54321)**
- 5. Click on the **right** box and type the course start date. Ex. **APRIL 2, 2024**



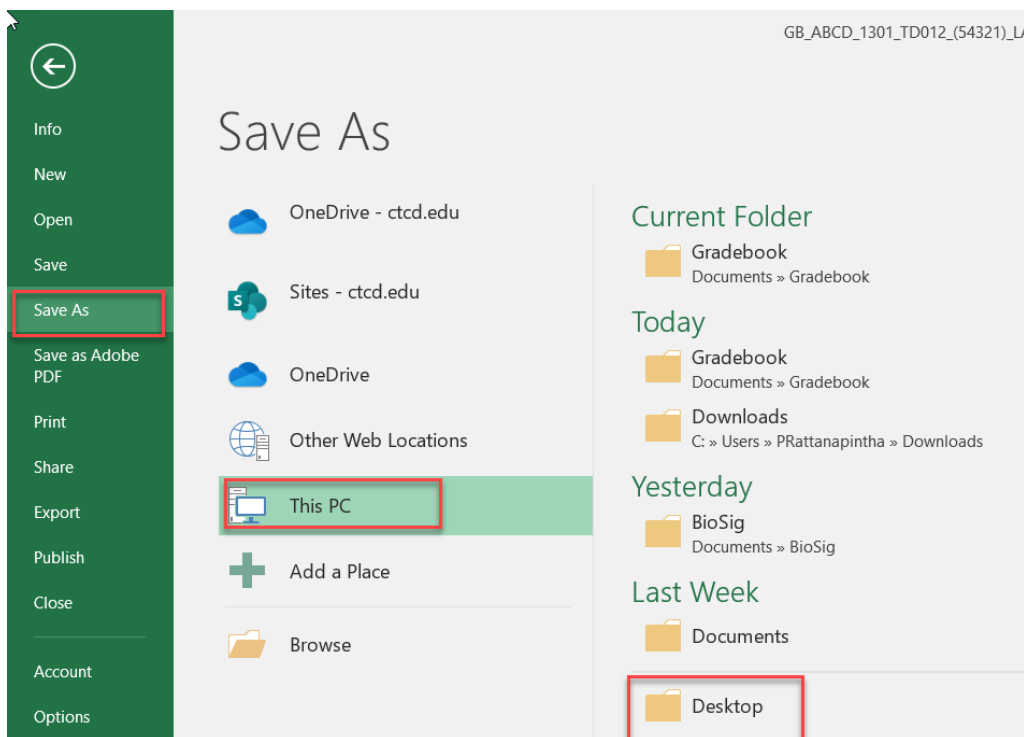
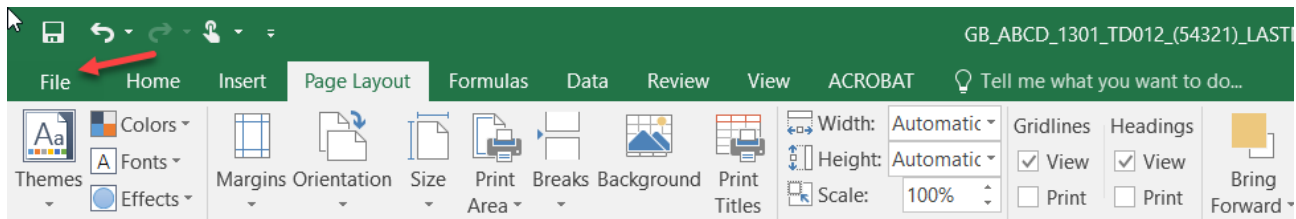
**\*\* Be sure all entries in all columns are visible by expanding the column width\*\***

### Part 4 – Saving your gradebook as PDF

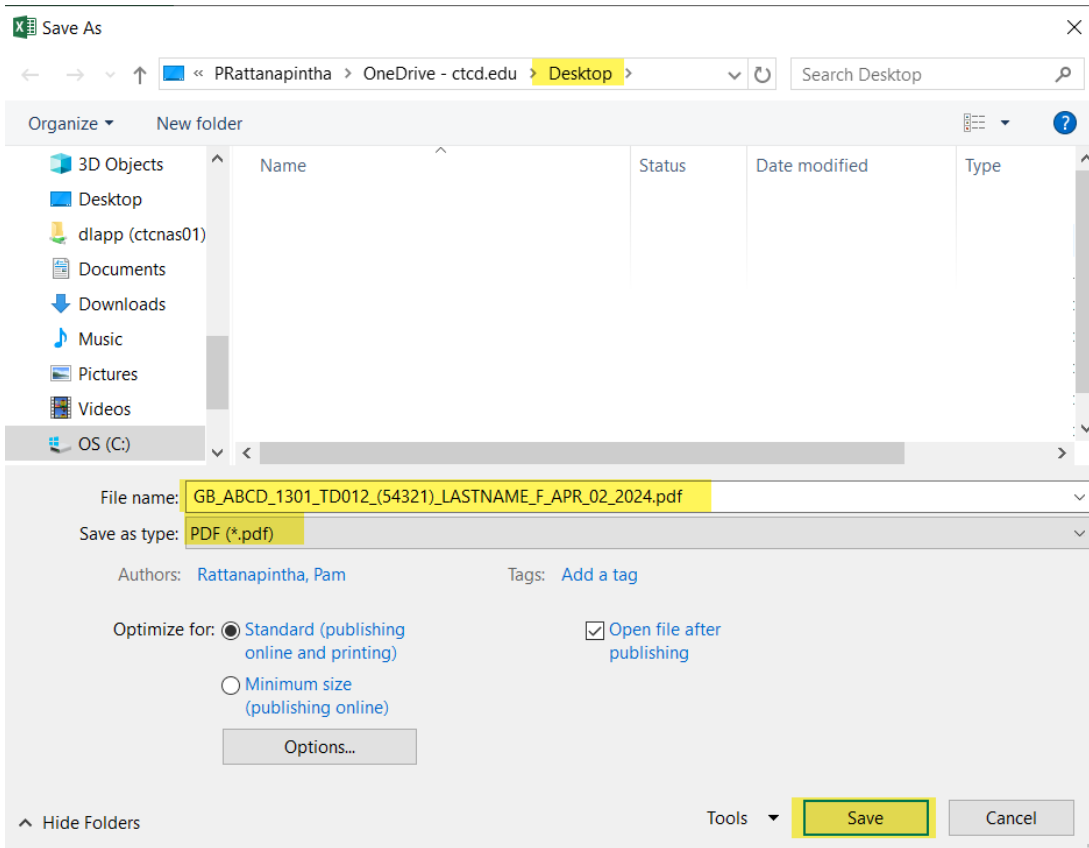
Here is an example of how the file should appear when opened. Please be sure the ‘Overall Grade’ column is visible in the gradebook:

LASTNAME, F		ABCD 1301 TD012 (54321)							APRIL 2, 2024		
Last Name	First Name	Username	Student ID	Last Access	Availability	Lesson 1 Q	Lesson 2 Q	Lesson 1 Di	Overall Gra	Lesson 2 Di	Lesson 3 Q
Rowe	Rob	robrowe			Yes	30	15	20	94	20	25
Student	Dummy	dummystu		4/1/2024 16:30	Yes	0	30	20	74.8	10	20
Test	Daffy-Duck	c1841916	1841916		Yes	30	30	20	99.9	20	30
Test	Pepe-Le-Pew	c1841914	1841914		Yes	20	30	20	89.8	20	30
Test	Tasmanian-Devil	c1841913	1841913		Yes	30	20	20	94.5	20	30

1. Save file again (to save these format changes).
2. In addition, you will need to save the Excel document as a PDF document.
  - a. Click the ‘File’ menu, click ‘Save as’, and choose a location (for example, Desktop)



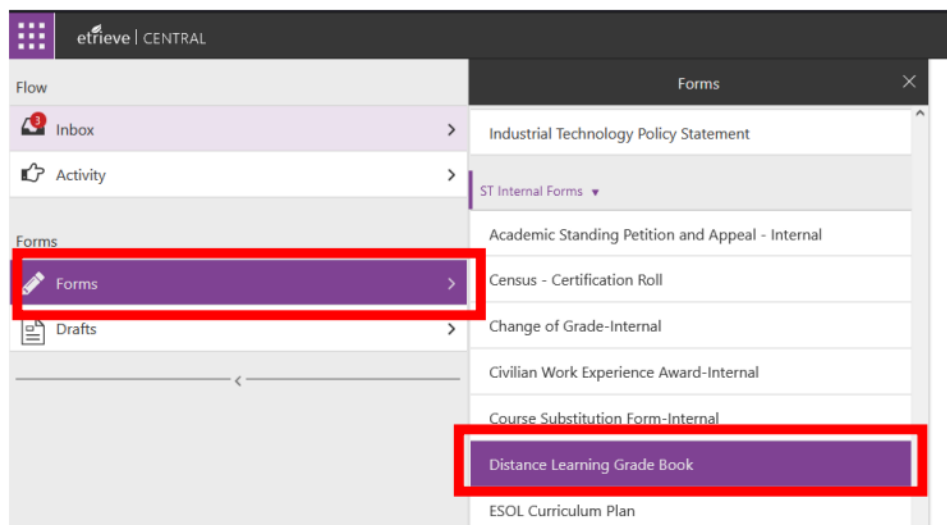
- b. Verify that the file name is in the correct format.  
 c. Choose file type as “PDF (\*.pdf)”, and click **Save**:



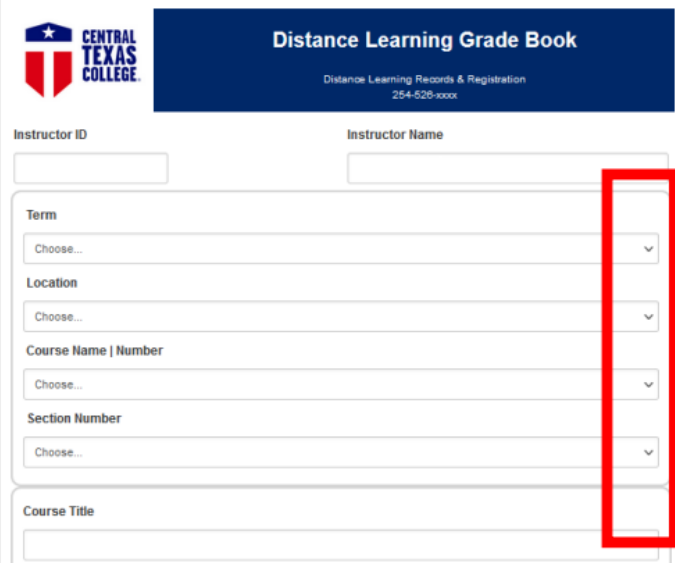
## Part 5 – Submitting gradebook via Etrieve

To submit the PDF gradebook via Etrieve, you will need to:

1. Log into Etrieve
2. Click on **Forms**, select **Distance Learning Grade Book**

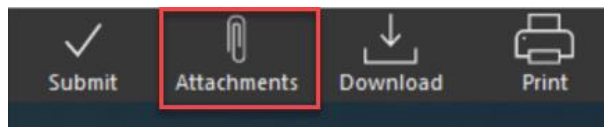


3. From the drop down, select the **Term**, **Location**, **Course Name/Number**, and **Section Number**:



The screenshot shows the 'Distance Learning Grade Book' form from Central Texas College. The form has a dark blue header with the college logo and the text 'Distance Learning Records & Registration 254-528-xxxx'. Below the header are two input fields for 'Instructor ID' and 'Instructor Name'. The main section contains five dropdown menus: 'Term', 'Location', 'Course Name | Number', 'Section Number', and 'Course Title'. Each dropdown menu has a 'Choose...' option and a downward arrow. A red rectangular box highlights the right side of these four dropdown menus.

4. Click '**Attachments**' at the bottom of the page, then upload the PDF gradebook file:



5. Navigate to the file location of the PDF gradebook you need to submit, then click Open.
6. The gradebook is now attached to the form, Click Submit

If you granted IPs in your course, you will need to submit an updated gradebook once students have completed the course. Use the following steps:

1. Follow the same procedure to download your gradebook
2. Add **Final\_GB** to the title  
EX.: **Final\_GB\_ABCD\_1301\_TD012\_(54321)\_LASTNAME\_F\_APR\_2\_2024**
3. Send updated gradebook via Etrieve, using the Distance Learning Grade Book form.