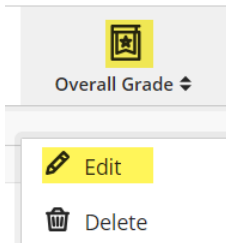


Download and Submit Your Blackboard Grade Book Using MS Office 2019

Part 1 – Prepare your gradebook before download:

1. Check your gradebook to see if there is any grade column (Final course grade/final grade/final grade columns) being displayed as letter grade, if there is an existing column with Letter grades, please skip to part 2.
2. Click on the 'Overall Grade', and 'Edit':



3. Set the overall grade display to 'Letter', then click 'Save':

Overall Grade Settings

The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.

☒ Calculate grades based on points earned out of total graded points.

Select how the overall grade is displayed

Letter ▼

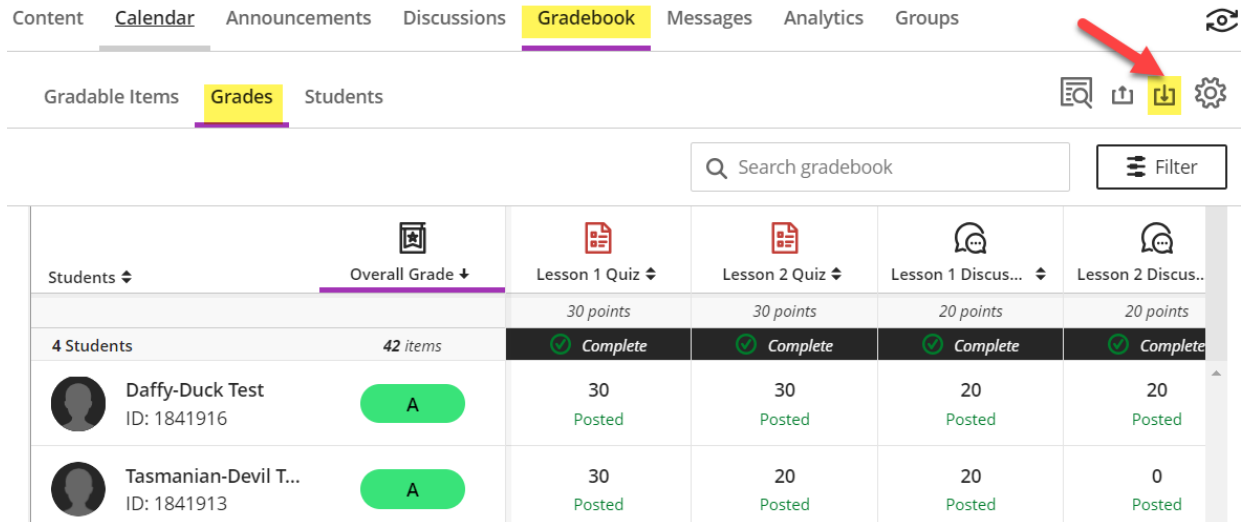
☒ Show to students

4. Verify that the Overall Grade column now displays letter grades:

Students ▼	Overall Grade ▼	Lesson 1 Quiz ▼	Lesson 2 Quiz ▼
		30 points	30 points
5 Students	42 items	Complete	Complete
Daffy-Duck Test ID: 1841916	A	30 Posted	30 Posted
Tasmanian-Devil T... ID: 1841913	A	30 Posted	20 Posted

Part 2 - Downloading your grade book:

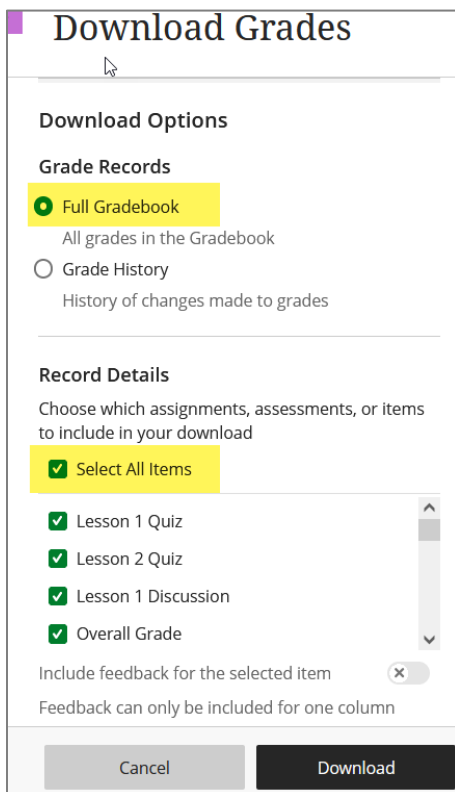
1. Navigate to **'Gradebook'** page, click on the **'Grades'** view, and select the **'Download'** icon:



The screenshot shows the Blackboard Gradebook interface. The top navigation bar includes 'Content', 'Calendar', 'Announcements', 'Discussions', 'Gradebook' (highlighted), 'Messages', 'Analytics', and 'Groups'. Below this, the 'Grades' view is selected. A red arrow points to the 'Download' icon (a yellow square with a downward arrow) in the top right corner of the interface.

Students	Overall Grade	Lesson 1 Quiz	Lesson 2 Quiz	Lesson 1 Discus...	Lesson 2 Discus..
4 Students	42 items	30 points Complete	30 points Complete	20 points Complete	20 points Complete
Daffy-Duck Test ID: 1841916	A	30 Posted	30 Posted	20 Posted	20 Posted
Tasmanian-Devil T... ID: 1841913	A	30 Posted	20 Posted	20 Posted	0 Posted

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



The screenshot shows the 'Download Grades' dialog box. The 'Full Gradebook' option is selected under 'Grade Records'. Under 'Record Details', the 'Select All Items' checkbox is checked. The 'Download' button is highlighted.

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

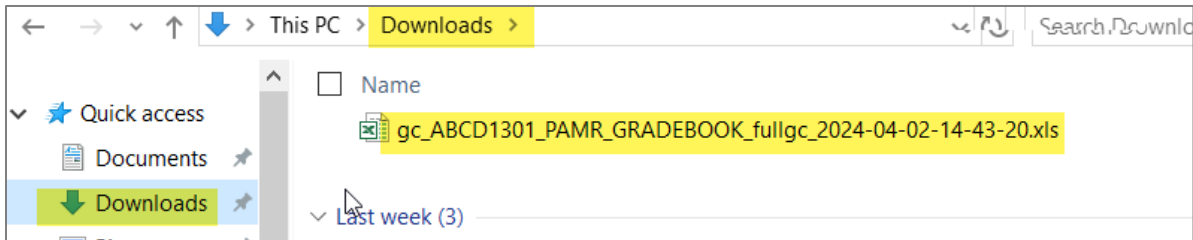
Include feedback for the selected item ☐

Feedback can only be included for one column

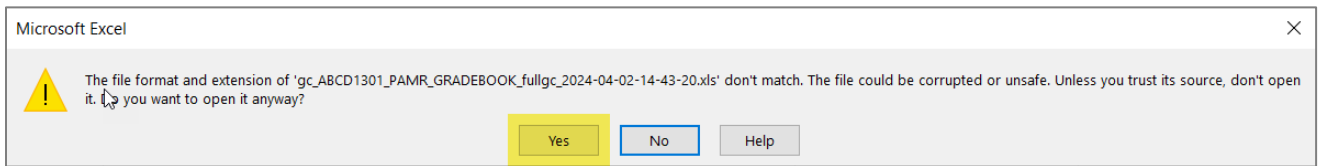
Cancel **Download**

Part 3 - Save grade book in the correct format:

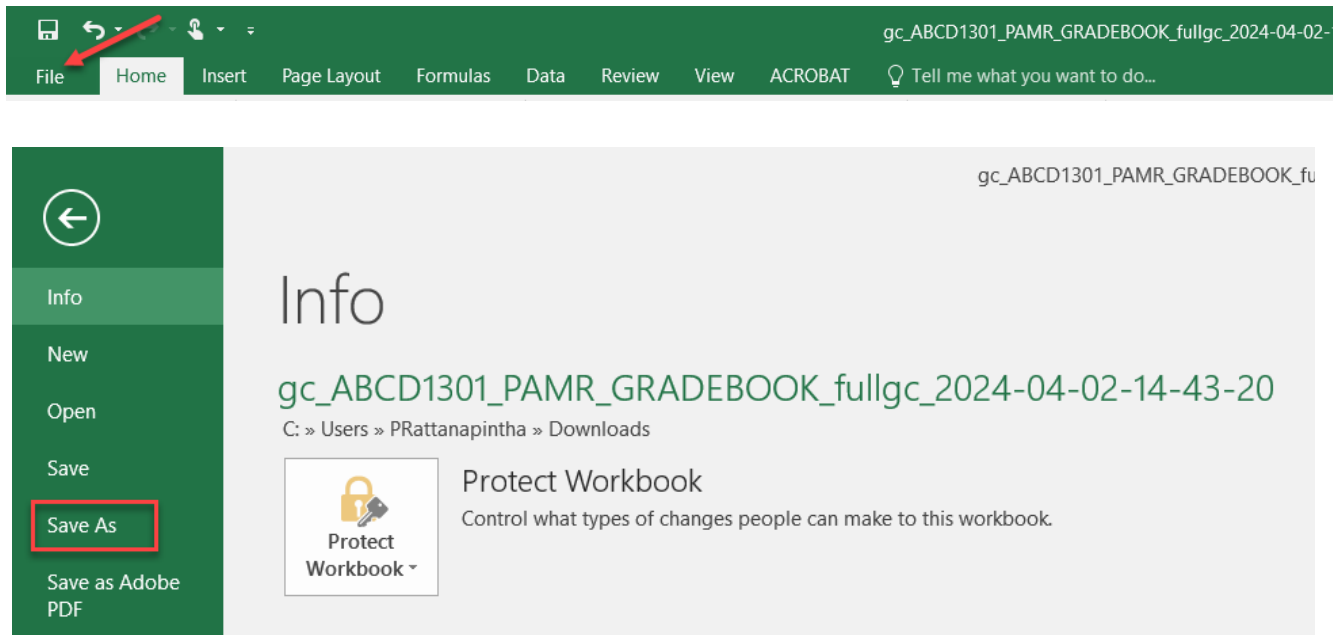
1. Locate the grade book file from where you have downloaded, and double click the file to open:



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



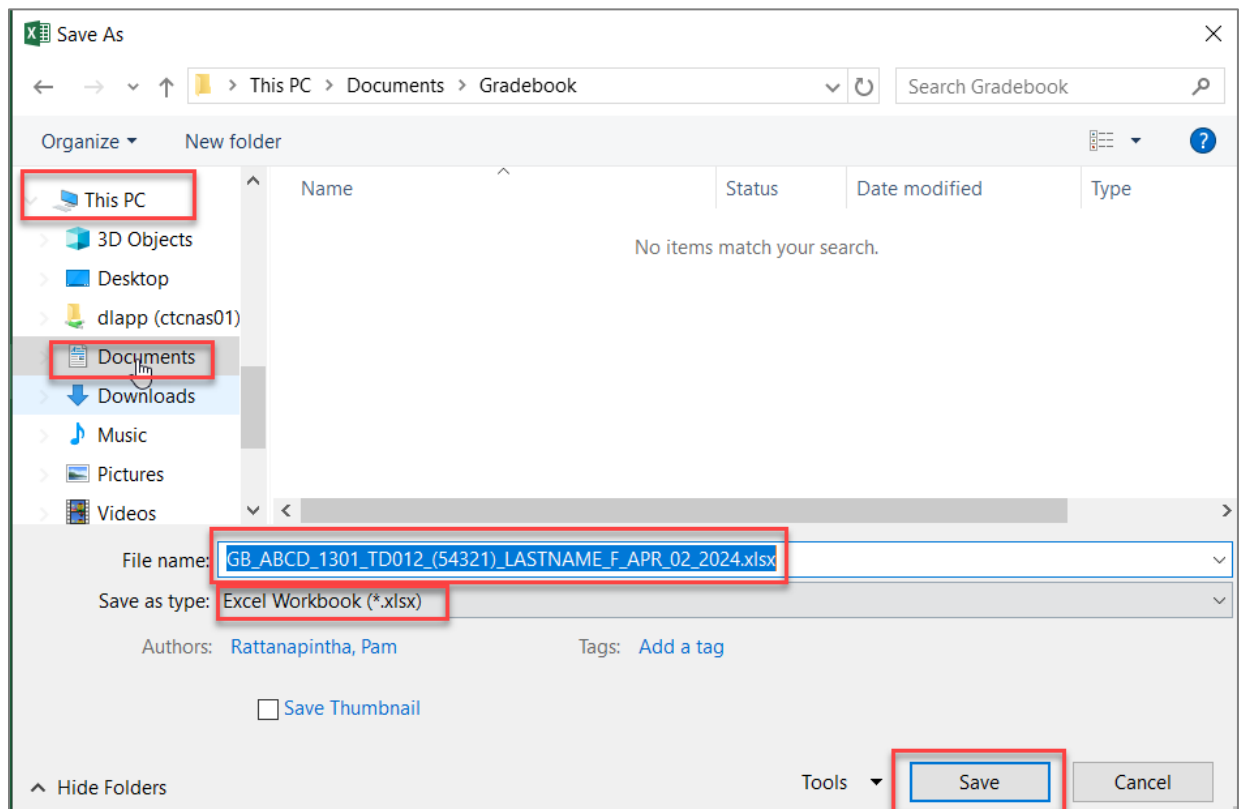
3. Click the 'File' menu, and choose 'Save As':



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

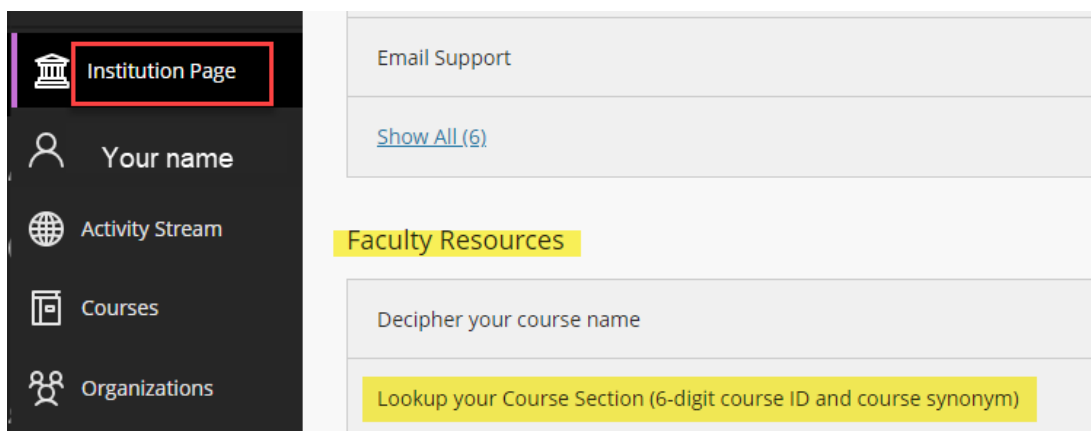
Example of file name for ABCD1301.20240402.633556 would be:

GB_ABCD_1301_TD012_(54321)_LASTNAME_F_APR_02_2024



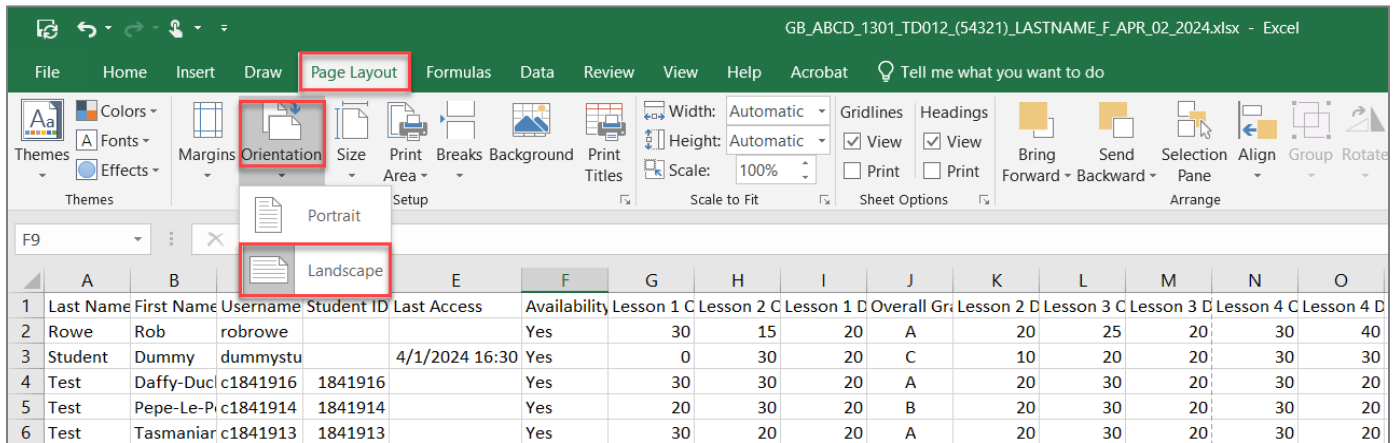
Note:

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:**

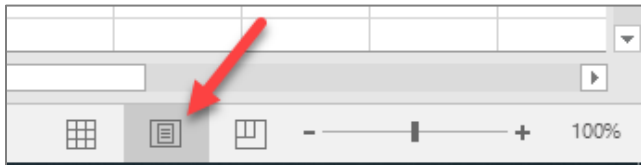


Part 4 – Formatting your gradebook:

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:

Header											
Last Name	First Name	Username	Student ID	Last Access	Availability	Lesson 1 Q	Lesson 2 Q	Lesson 1 Dis	Overall Gra	Lesson 2 D	Lesson 3 Q
Rowe	Rob	robrowe			Yes	30	15	20	A	20	25
Student	Dummy	dummystu		4/1/2024 16:30	Yes	0	30	20	C	10	20
Test	Daffy-Duck	c1841916	1841916		Yes	30	30	20	A	20	30
Test	Pepe-Le-Pew	c1841914	1841914		Yes	20	30	20	B	20	30
Test	Tasmanian-Devil	c1841913	1841913		Yes	30	20	20	A	20	30

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**

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 Dis	Overall Gra	Lesson 2 D	Lesson 3 Q
Rowe	Rob	robrowe			Yes	30	15	20	A	20	25
Student	Dummy	dummystu		4/1/2024 16:30	Yes	0	30	20	C	10	20
Test	Daffy-Duck	c1841916	1841916		Yes	30	30	20	A	20	30
Test	Pepe-Le-Pew	c1841914	1841914		Yes	20	30	20	B	20	30
Test	Tasmanian-Devil	c1841913	1841913		Yes	30	20	20	A	20	30

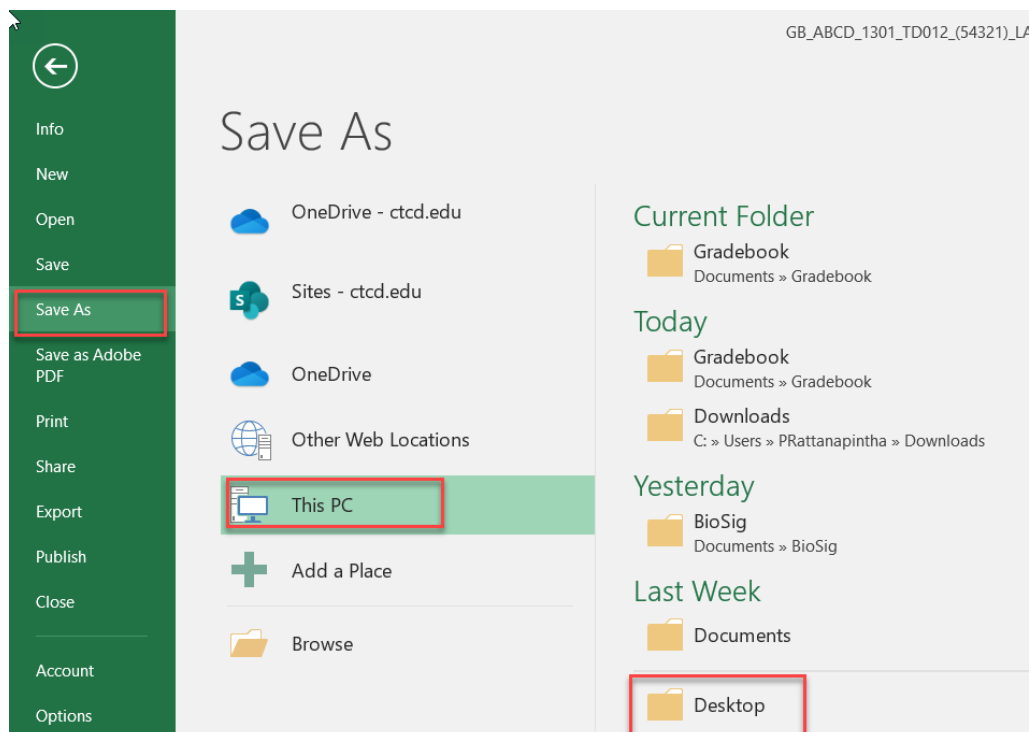
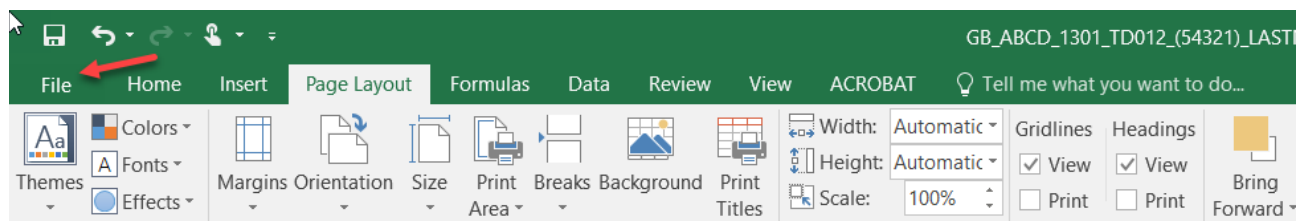
**** Be sure all entries in all columns are visible by expanding the column width****

Part 5 – Saving your gradebook as PDF

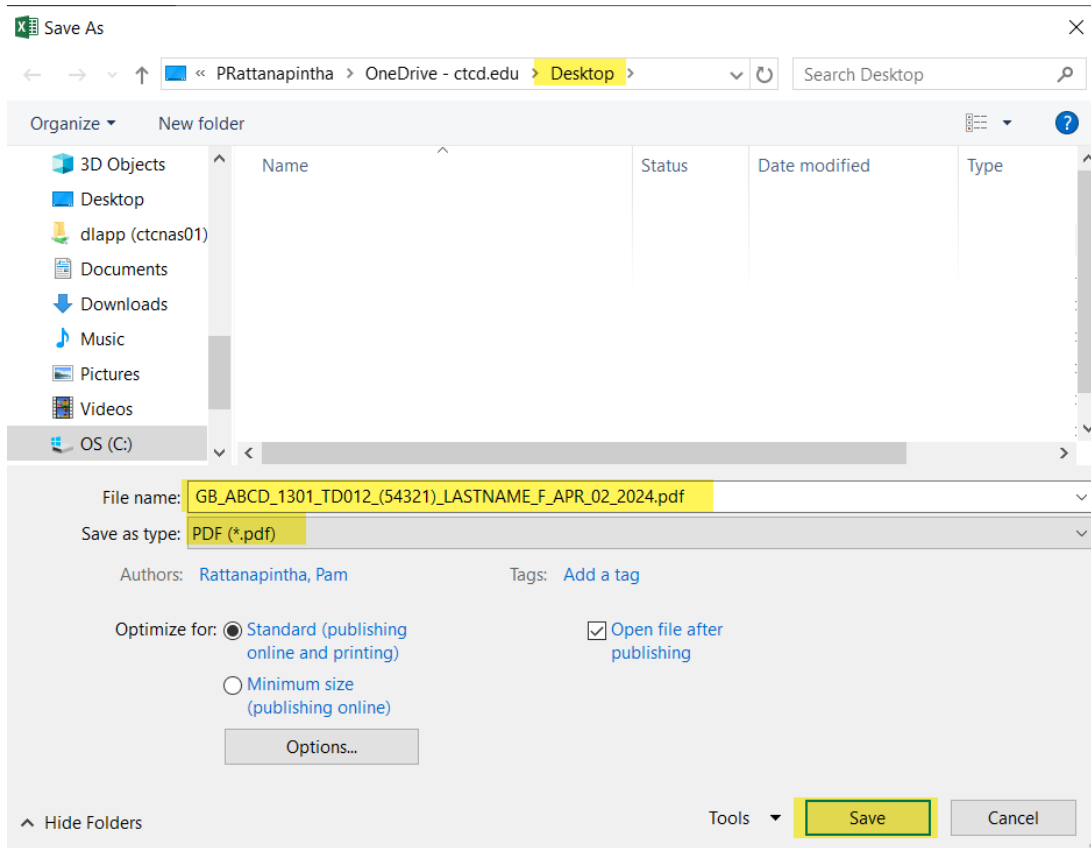
Here is an example of how the file should appear when opened. Please be sure the **'Overall Grade'** column is visible in the gradebook:

LASTNAME, F				ABCD 1301 TD012 (543321)					APRIL 2, 2024		
Last Name	First Name	Username	Student ID	Last Access	Availability	Lesson 1 Q	Lesson 2 Q	Lesson 1 Dis	Overall Gra	Lesson 2 Di	Lesson 3 Q
Rowe	Rob	robrowe			Yes	30	15	20	A	20	25
Student	Dummy	dummystu		4/1/2024 16:30	Yes	0	30	20	C	10	20
Test	Daffy-Duck	c1841916	1841916		Yes	30	30	20	A	20	30
Test	Pepe-Le-Pew	c1841914	1841914		Yes	20	30	20	B	20	30
Test	Tasmanian-Devil	c1841913	1841913		Yes	30	20	20	A	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)



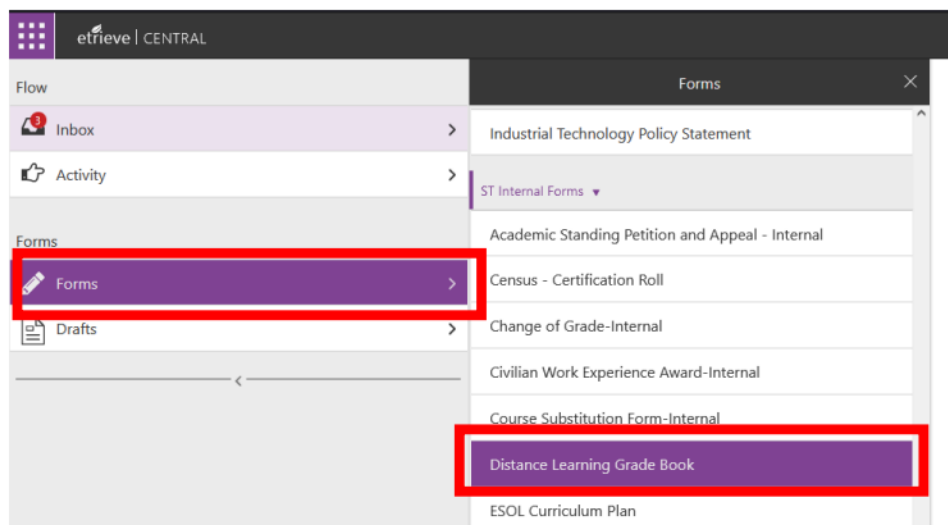
- b. Verify that the file name is in the correct format.
- c. Choose file type as **"PDF (*.pdf)"**, and click **Save**:



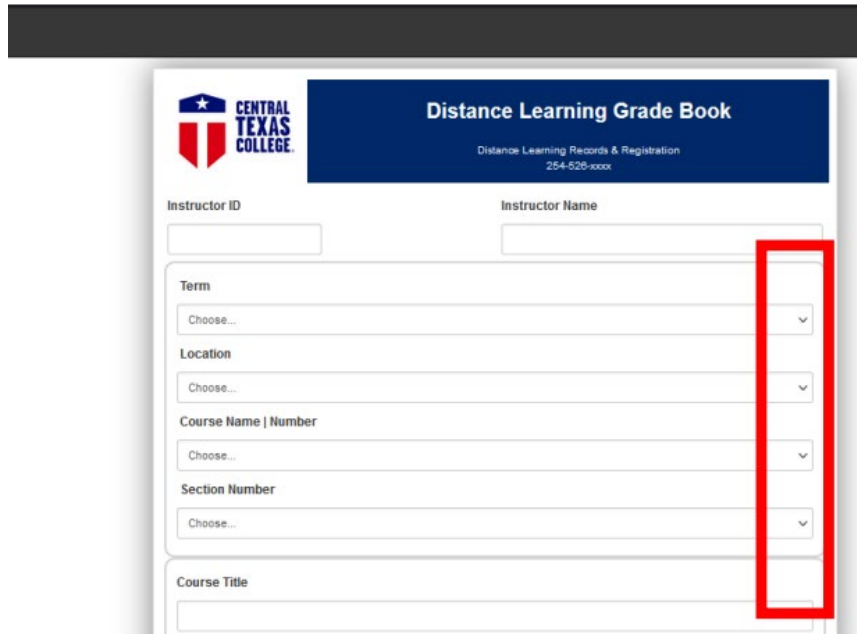
Part 6 – Submitting gradebook via Etrieve

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

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

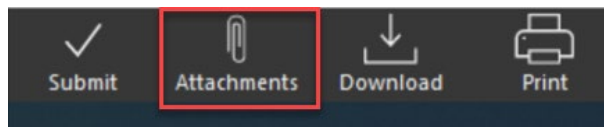


3. From the drop down, select the **Term**, **Location**, **Course Name/Number**, and **Section Number**:



The screenshot shows the 'Distance Learning Grade Book' form from Central Texas College. The form has a header with the college logo and the title 'Distance Learning Grade Book'. Below the header, there are fields for 'Instructor ID' and 'Instructor Name'. The main section contains several dropdown menus: 'Term', 'Location', 'Course Name | Number', and 'Section Number'. These dropdown menus are highlighted with a red rectangular box. At the bottom of the form, there is a 'Course Title' field.

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.