

Download and Submit Your Blackboard Grade Book Using MS Office 2019

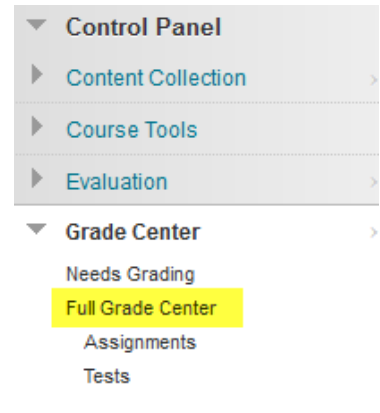
Attention: The following procedures are only required for Online classes (TDLRN location, TD___ section number).

Part 1 - Before getting started:

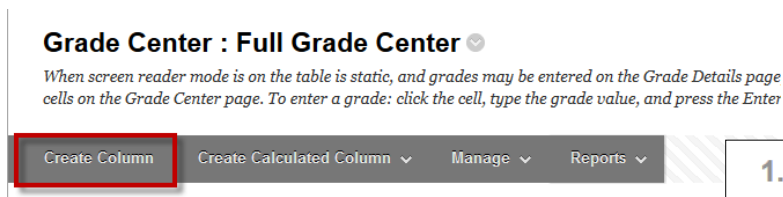
1. Log into Blackboard and enter your course.
2. Click on the **Control Panel**. Click **"Full Grade Center."**
3. Check your grade book and make sure it contains the following columns:
 - Final Course Grade
 - IP Deadline

If you are missing the columns mentioned above, please create the columns before submitting the grade book.

1. Click on the Control Panel. Click **"Full Grade Center"**.



2. Click **"Create Column"** button.



3. Enter **"Final Course Grade"** in the Column Name field.

Select **"Text"** for Primary Display.

Enter **"0"** Points Possible field.

Click **"Submit"** button.

4. Repeat step 3 for "IP deadline" column.

1. Column Information

* Column Name

Grade Center Name

Description

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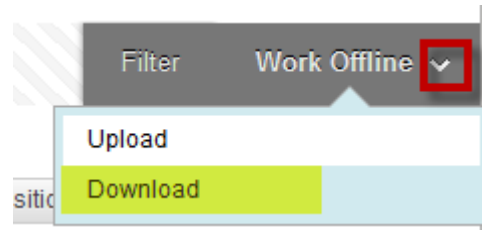
Path: p

Primary Display

Grades must be entered using the selected form

Part 2 - Downloading your grade book:

1. On the far right of the grade center screen, click the **“Work Offline”** button, and select **“Download”**.



2. Keep the default settings, and click **“Submit”** button.

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column Weighted Total Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

*Click **Submit** to proceed.*

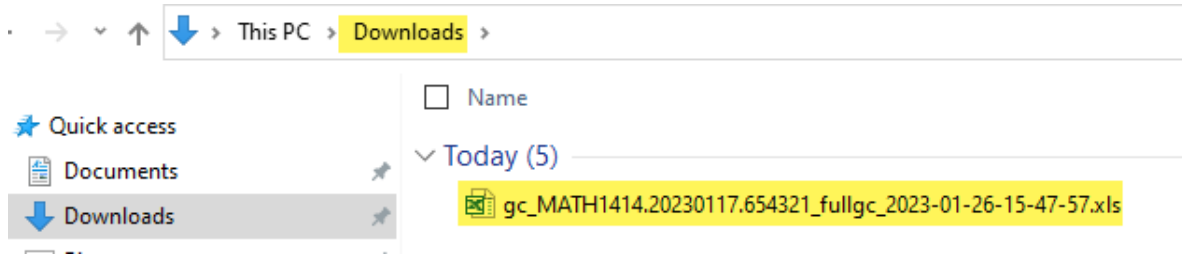
3. Click **“Download”** button.

Download Grades

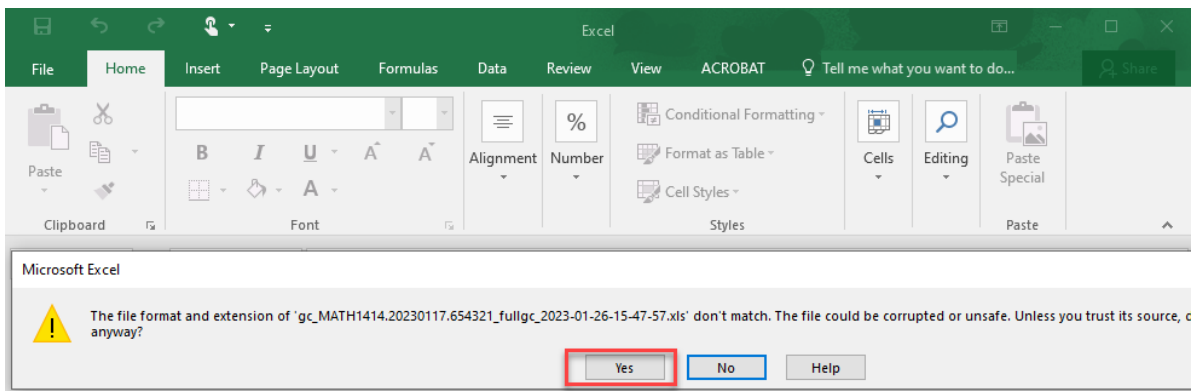
The data has been saved to a file. To download the file and work off line click Download to Open the file.

Part 3 – Save grade book in the correct format:

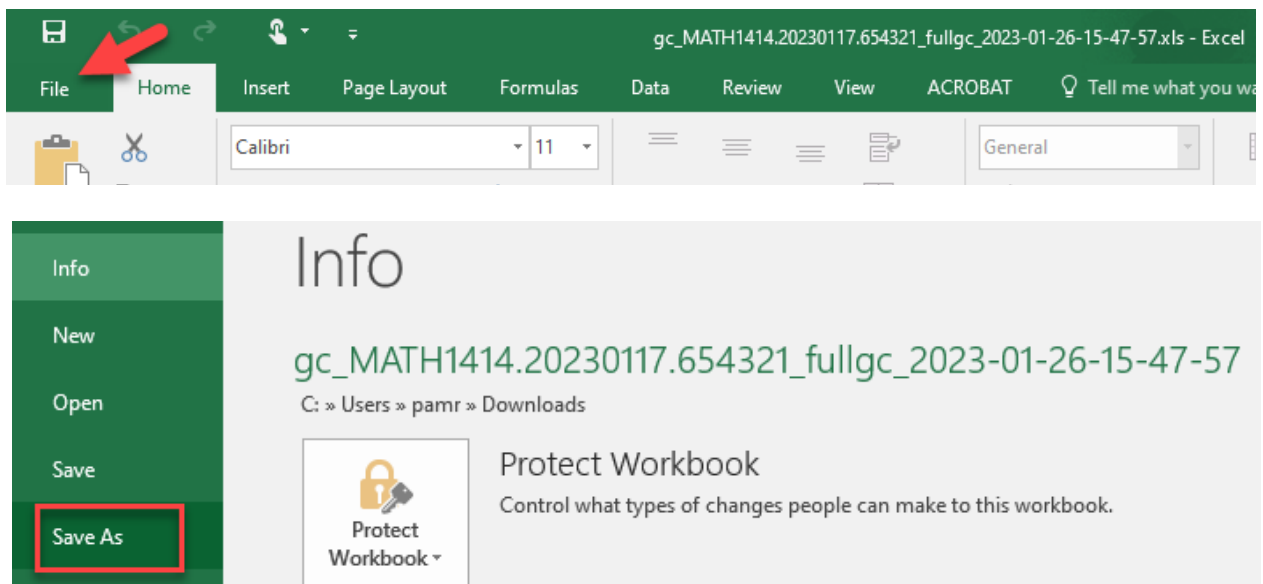
1. Locate the grade book file from where you have downloaded, and double click the file to open:



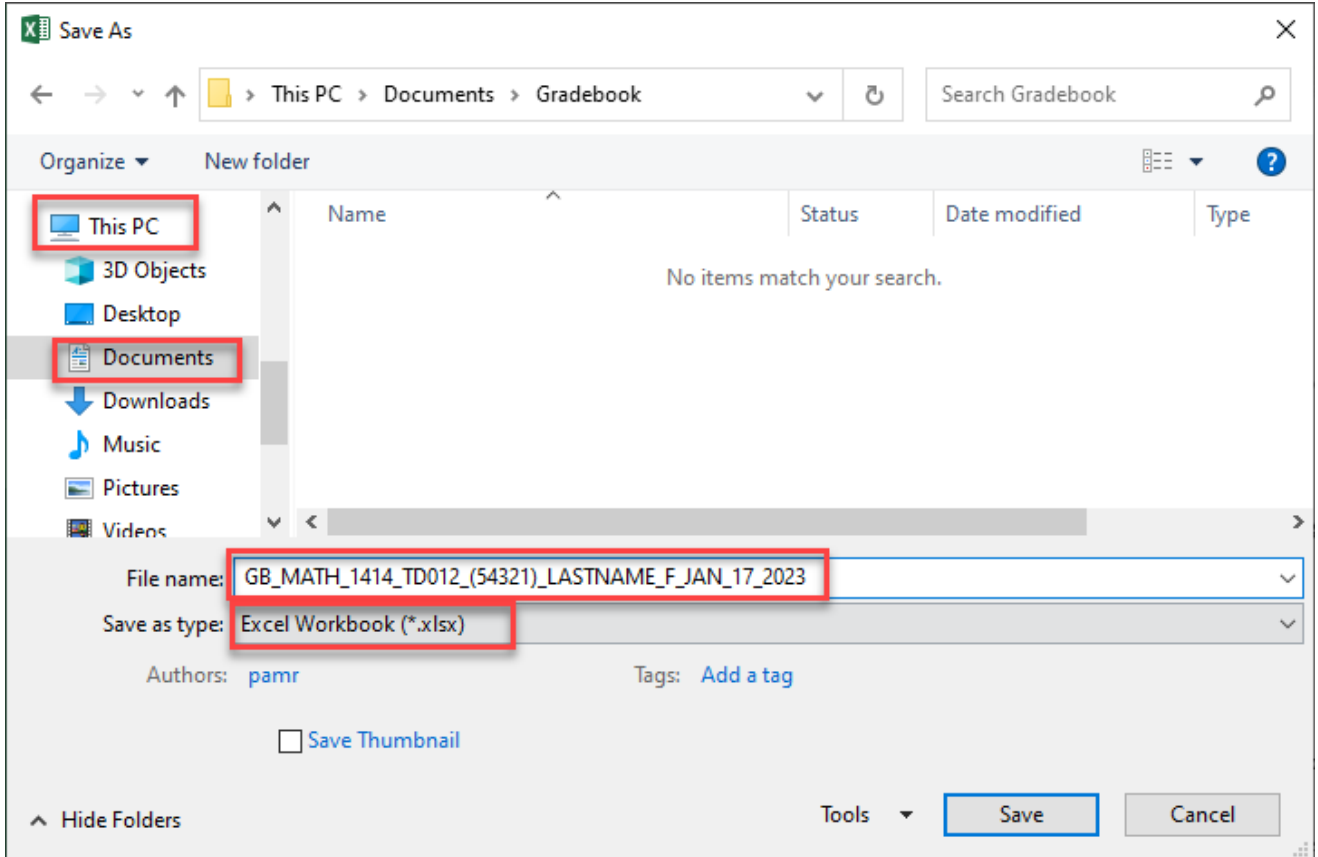
2. Grade book will open in Microsoft Excel. Click 'Yes' at the warning about the format:



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



4. Select the location where you wish to save the gradebook:



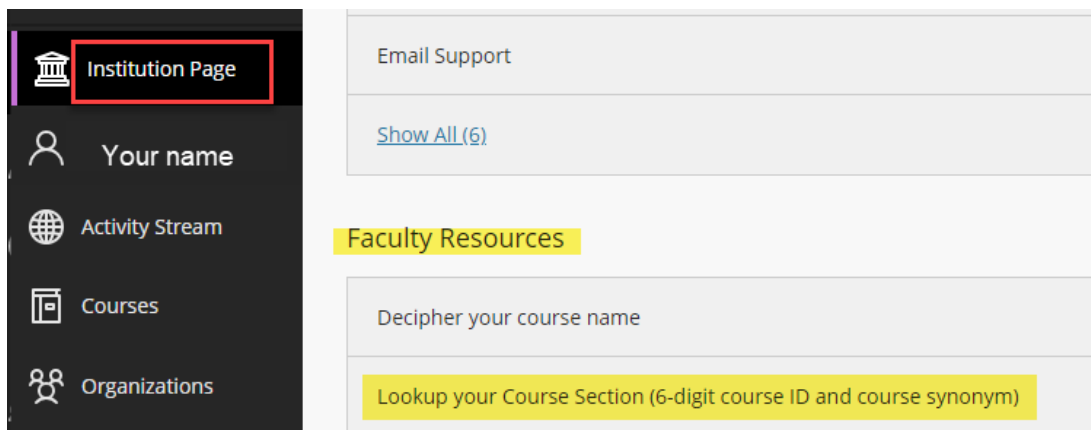
5. Save as type “Excel Workbook (*.xlsx), and enter the file name using the format below:

Example of file name for MATH1414.20230117.65432 would be:

GB_MATH_1414_TD012_(54321)_LASTNAME_F_JAN_17_2023

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. 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' :

The screenshot shows the Microsoft Excel interface with the 'Page Layout' ribbon selected. The 'Orientation' dropdown menu is open, and 'Landscape' is highlighted. The background shows a gradebook table with columns for student information and scores.

	A	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	Username	Student ID	Last Access	Total [Tot	Final Course G	MML Hom	MML Quiz	Exam 1 [To	Exam 2 [To
2	Student1	Student1	c1111111	1111111	1/23/2023 15:40	776	C	200	150	79	80
3	Student2	Student2	c2222222	2222222	1/25/2023 15:23	920	A	250	200	98	96
4	Student3	Student3	c3333333	3333333	1/23/2023 13:29	394	F	75	54	0	60
5	Student4	Student4	c4444444	4444444	1/25/2023 9:06	988	A	245	200	90	97

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:

Add header											
Last Name	First Name	Username	Student ID	Last Access	Total [Tot	Final Course Gr	MML Home	MML Quiz	Exam 1 [To	Exam 2 [To	
Student1	Student1	c1111111	1111111	1/23/2023 15:40	776	C	200	150	79	80	
Student2	Student2	c2222222	2222222	1/25/2023 15:23	920	A	250	200	98	96	
Student3	Student3	c3333333	3333333	1/23/2023 13:29	394	F	75	54	0	60	
Student4	Student4	c4444444	4444444	1/25/2023 9:06	988	A	245	200	90	97	

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. **MATH 1414 TD012 (54321)**

5. Click on the **right** box and type the course start date. Ex. **JANUARY 17, 2023**

Add header												
Last Name	First Name	Username	Student ID	Last Access	Total [Tot	Final Course Gr	MML Home	MML Quiz	Exam 1 [To	Exam 2 [To		
LASTNAME, F			MATH 1414 TD012 (54321)					JANUARY 17, 2023				
Student1	Student1	c1111111	1111111	1/23/2023 15:40	776	C	200	150	79	80		
Student2	Student2	c2222222	2222222	1/25/2023 15:23	920	A	250	200	98	96		
Student3	Student3	c3333333	3333333	1/23/2023 13:29	394	F	75	54	0	60		

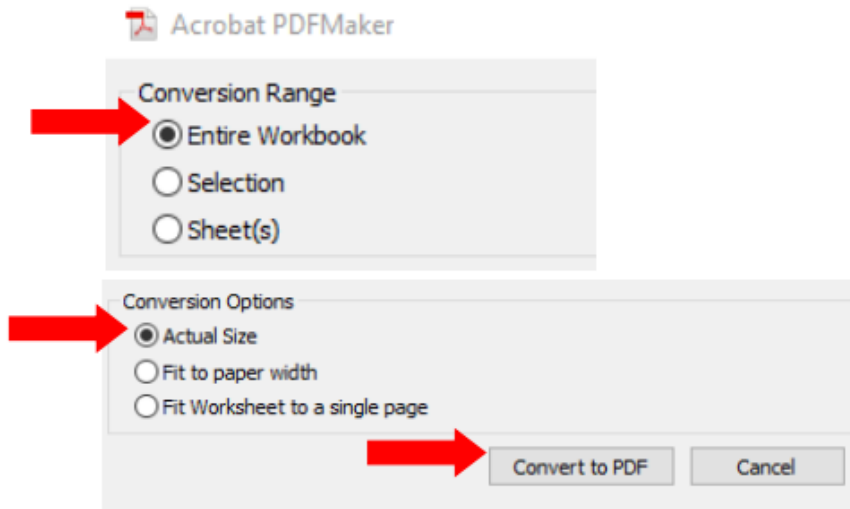
**** Be sure all entries in all columns are visible by expanding the column width****

Part 5 – Submitting your gradebook

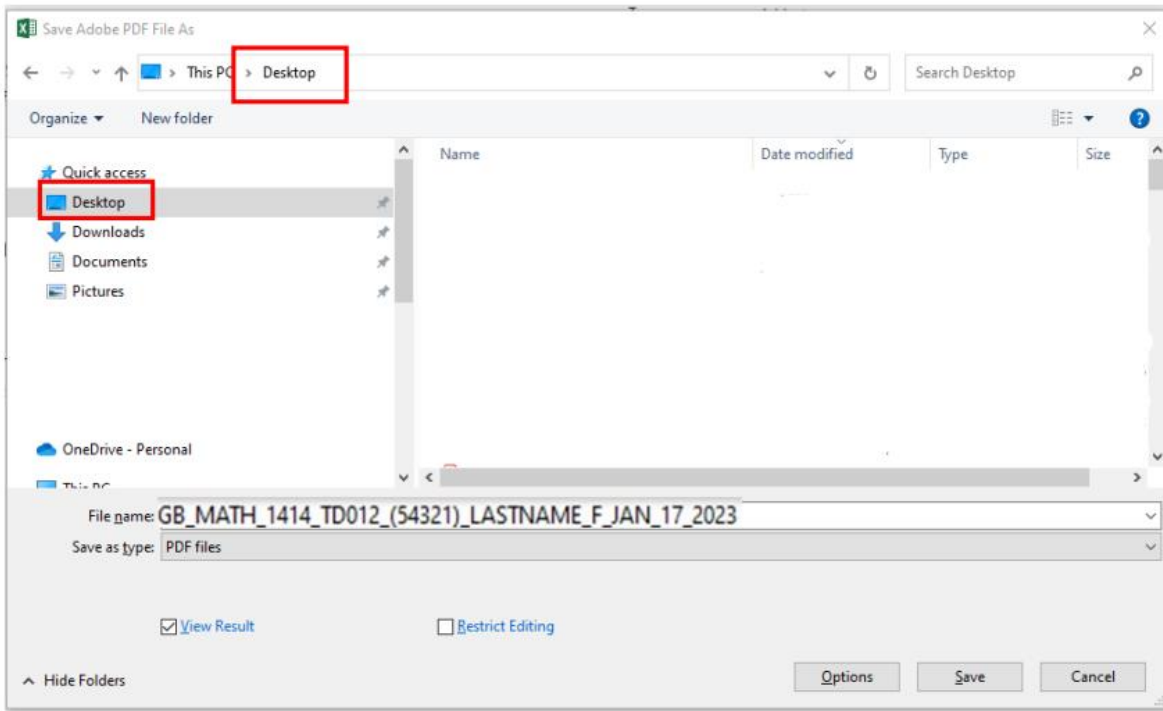
Here is an example of how the email attachment should appear when opened. Please be sure to include the final letter grade.

LASTNAME, F		MATH 1414 TD012 (54321)				JANUARY 17, 2023				
Last Name	First Name	Username	Student ID	Last Access	Total [Total	Final Course Gr	MML Home	MML Quizz	Exam 1 [To	Exam 2 [To
Student1	Student1	c1111111	1111111	1/23/2023 15:40	776	C	200	150	79	80
Student2	Student2	c2222222	2222222	1/25/2023 15:23	920	A	250	200	98	96
Student3	Student3	c3333333	3333333	1/23/2023 13:29	394	F	75	54	0	60
Student4	Student4	c4444444	4444444	1/25/2023 9:06	988	A	245	200	90	97
Student5	Student5	c5555555	5555555	1/26/2023 11:05	821	B	201	176	85	92
Student6	Student6	c6666666	6666666	1/26/2023 14:09	659	D	175	155	79	64
Student7	Student7	c7777777	7777777	1/25/2023 20:34	877	B	215	187	90	89

1. Save file again (to save these format changes).
2. You will need to convert the Excel document into a PDF document
 - a. Select File, Save as Adobe PDF.
 - b. Select Entire Workbook, Actual Size, and then Convert to PDF:

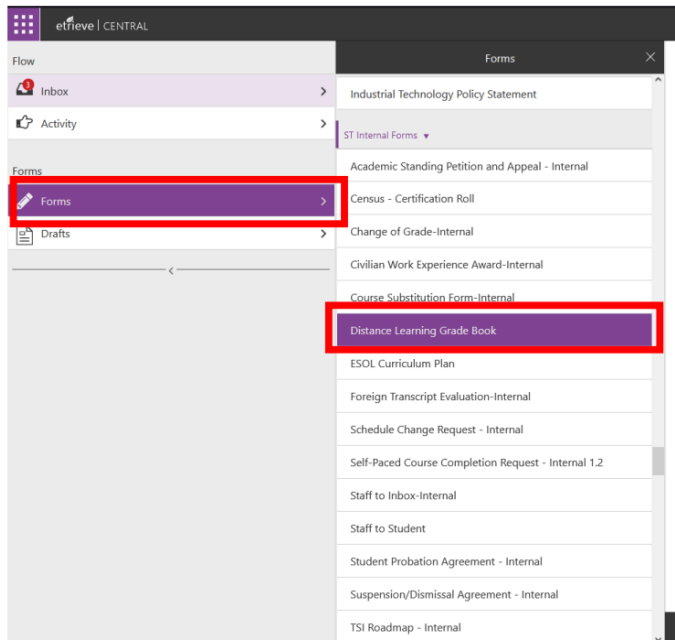


- c. Navigate to the file location to save (ex/Desktop)
- d. Click Save



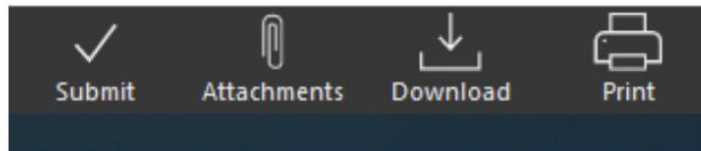
- e. A PDF gradebook has been created

- 3. The downloaded EXCEL gradebook converted to PDF will be submitted via Etrieve.
 - a. Log into Etrieve
 - b. Click on Forms, select Distance Learning Grade Book



- c. From the drop down, select the Term, Location, Course Name/Number, and Section Number

- d. Click on Attachments, then Upload Files



- e. Navigate to the file location of the gradebook you need to submit, then click Open
 f. The gradebook is now attached to the form, Click Submit

4. 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:

- a. Follow the same procedure to download your gradebook
- b. Add **Final_GB** to the title

EX.: **Final_GB_MATH_1414_TD012_(54321)_LASTNAME_F_JAN_17_2023**

- c. Send updated gradebook via Etrieve, using the Distance Learning Grade Book form


If you need to change the IP to an actual final grade, or if you accidentally submitted an incorrect grade (through Blackboard or Eagle Self Service), you will have to go into EFORMS and submit the **CHANGE OF GRADE-INTERNAL** form.

In the DESTINATION field, select:

SYSTEM REGISTRAR if your course is online or inside Texas

OR

C I REGISTRATION if your class is outside of Texas.

 **Change of Grade - Internal**
Office of Systems Registrar
254-526-1663

CTC ID
 Search

Last Name First Name Middle Name

Other Names Used Course Location Term/Year

Course Name and Number Course Section # Class Start Date # of Weeks

Change student grade from: to

Comments:

ALL grade changes requested after the maximum 110 days allowed must be routed through the instructor's Dean, Vice Chancellor, and Chancellor for approval.

Destination