

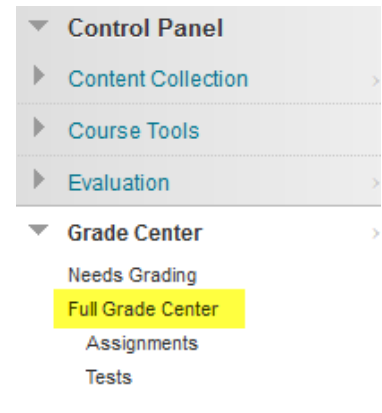
Download and Submit Your Blackboard Grade Book Using MS Office 2019

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.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter

Create Column Create Calculated Column Manage Reports

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 the IP deadline column.

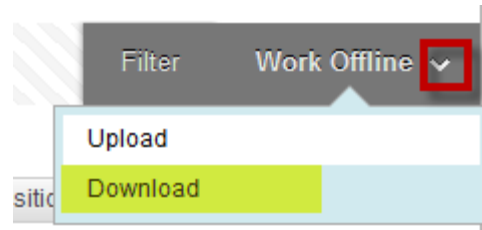
 A screenshot of the '1. Column Information' form in Blackboard. The form includes:

- Column Name:** Final Course Grade (highlighted in yellow)
- Grade Center Name:** (empty field)
- Description:** (empty text area with a rich text editor toolbar)
- Primary Display:** Text (highlighted in yellow)

 At the bottom, there is a note: "Grades must be entered using the selected format".

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.*

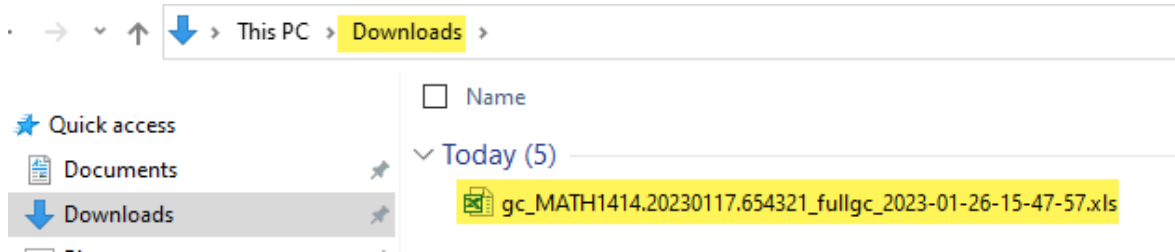
3. Click **“Download”** button.

Download Grades

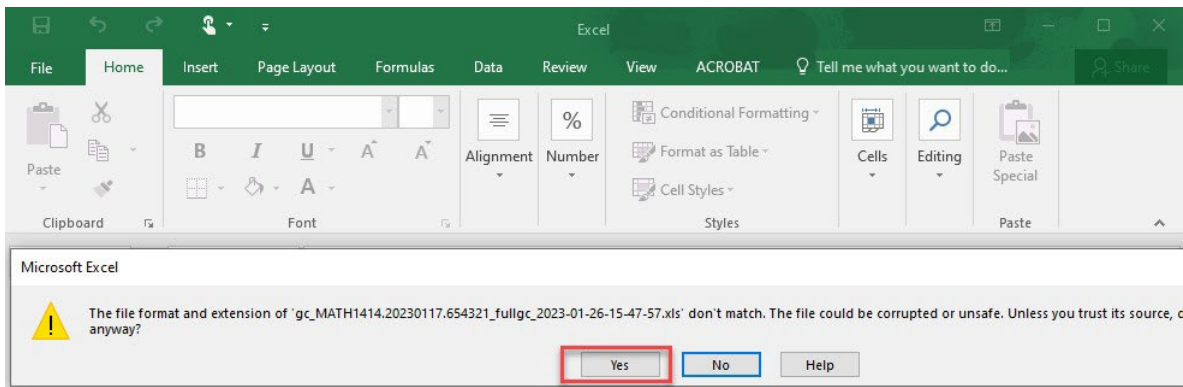
The data has been saved to a file. To download the file and work off line click Download to Open the file.

Part 3 – Save grade book in the correct format:

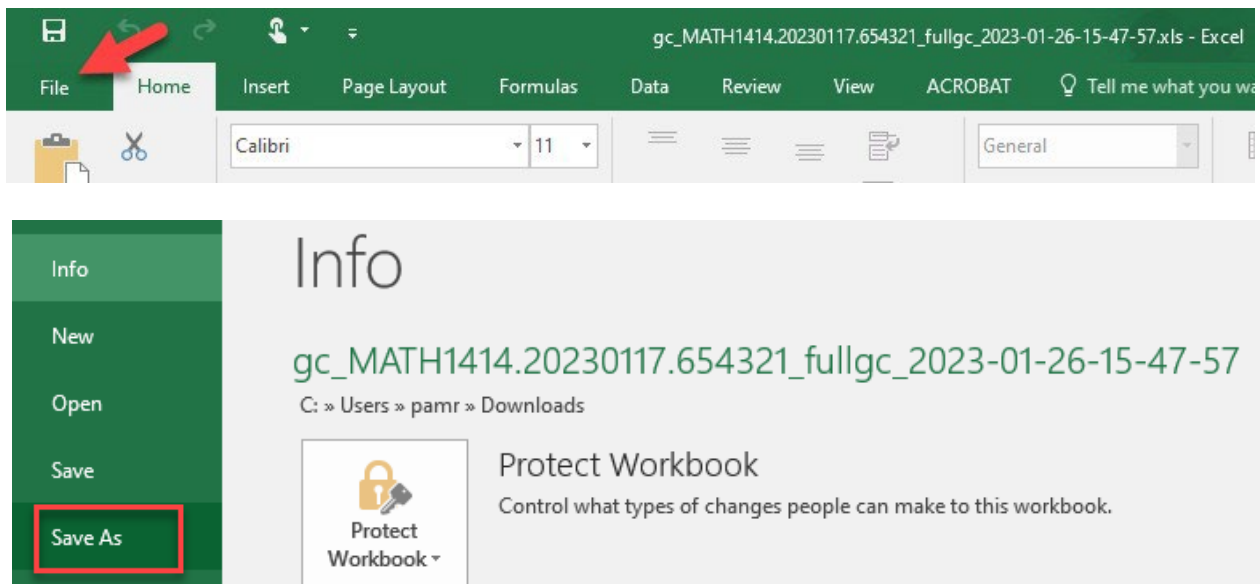
1. Locate the grade book file from where you have downloaded, and double click the file to open:



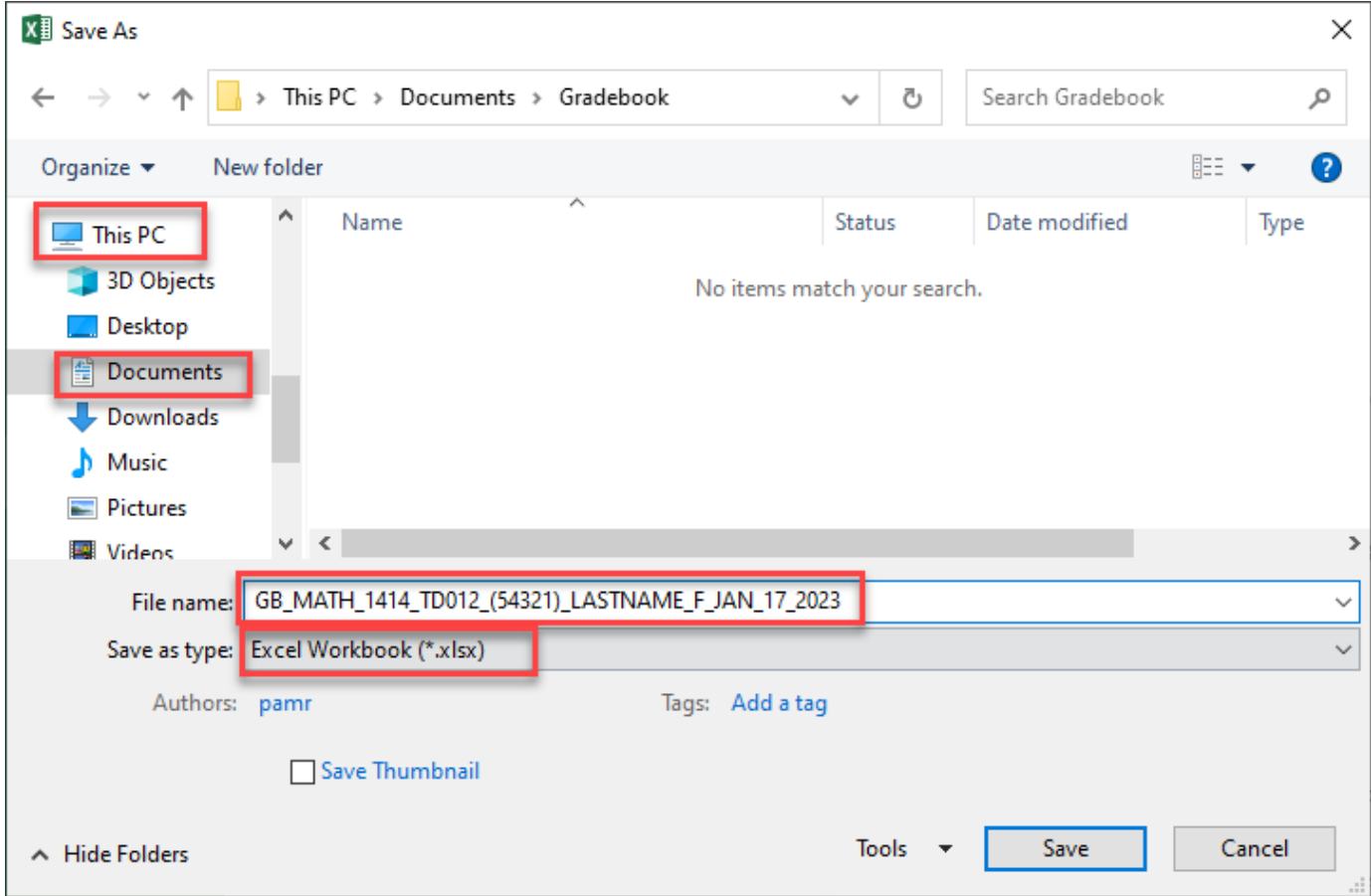
2. Grade book will open up in Microsoft Excel. Click 'Yes' at the warning about the format:



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 MATH1414.20230117.654321 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:**

Faculty Resources

Decipher your course name

[Click here to learn how to read your course name.](#)

Lookup your Course Section

[Click here to find the course section number for your Blackboard course ID.](#)

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' button is highlighted with a red box, and its dropdown menu is open, showing 'Portrait' and 'Landscape' options, with 'Landscape' also highlighted by a red box. The background shows a gradebook table with columns for student information and exam 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 Gr	MML Home	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:

The screenshot shows the top of the Excel worksheet with three empty boxes in the header row, each containing the text 'Add header'. A red box highlights these three boxes. Below them is the gradebook table.

	A	B	C	D	E	F	G	H	I	J	K
	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**

The screenshot shows the top of the Excel worksheet with the three header boxes filled with text: 'LASTNAME, F', 'MATH 1414 TD012 (54321)', and 'JANUARY 17, 2023'. Below this is the gradebook table.

	A	B	C	D	E	F	G	H	I	J	K	
	LASTNAME, F			MATH 1414 TD012 (54321)					JANUARY 17, 2023			
	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	

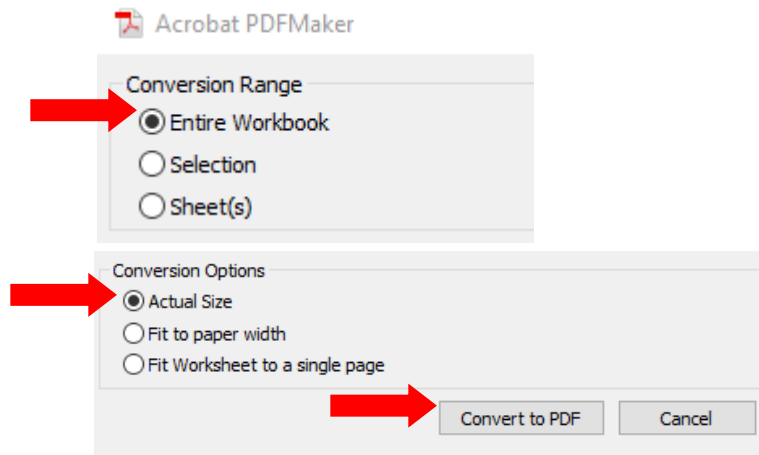
****Be sure all entries in all columns are visible by expanding the column width****

Part 5 – Submitting your gradebook

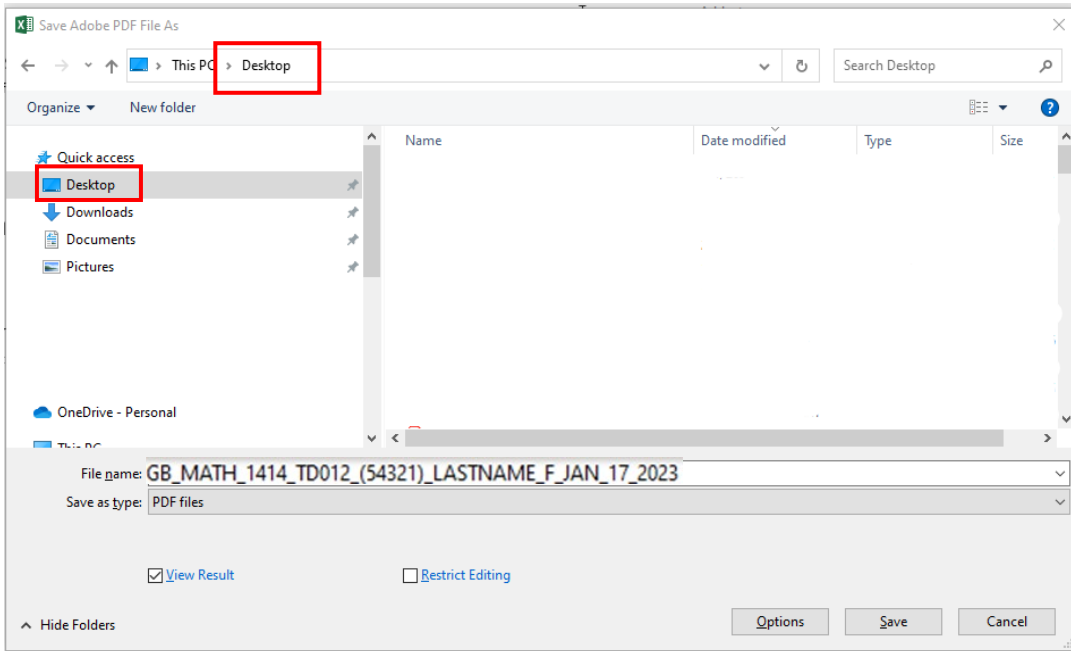
Here is an example of how the email attachment should appear when opened. Please be sure to include the final letter grade.

LASTNAME, F		MATH 1414 TD012 (54321)					JANUARY 17, 2023			
Last Name	First Name	Username	Student ID	Last Access	Total [Total]	Final Course Grade	MML Home	MML Quizz	Exam 1 [Total]	Exam 2 [Total]
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

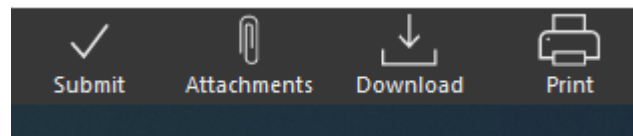


- c. Navigate to the file location to save (ex/**Desktop**)
- d. Click Save
- e. A PDF gradebook has been created

3. You will no longer submit your Excel gradebook to the ctam.grades email. The PDF gradebook will now be submitted via Etrieve.
 - a. Login to Etrieve

The screenshot shows the Etrieve interface. On the left, the 'Forms' menu is highlighted with a red box. In the center, the 'Distance Learning Grade Book' form is selected in the list of forms, also highlighted with a red box. On the right, the 'Distance Learning Grade Book' form is displayed, with the 'Term', 'Location', 'Course Name | Number', and 'Section Number' dropdown menus highlighted with a red box. At the bottom, the 'Attachments' button is highlighted with a red box.

- 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
 - o 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