

Downloading the Grade Center in Blackboard

Click on the Manage link in the action bar and select the 'Download' option from the list (Fig.1)

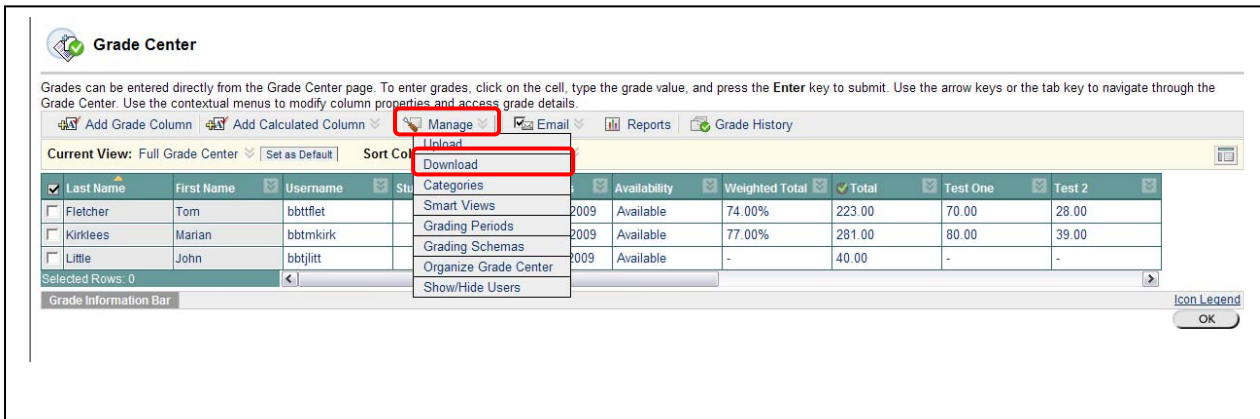


Fig. 1

The 'Download Grades' screen is displayed (Fig.2). The default setting is to download the entire Grade Center. Should you wish to download individual columns, simply click the 'Selected Column' option and select the column you wish to download from the dropdown list. The delimiter type can be left as 'Tab.' Click 'Submit.'

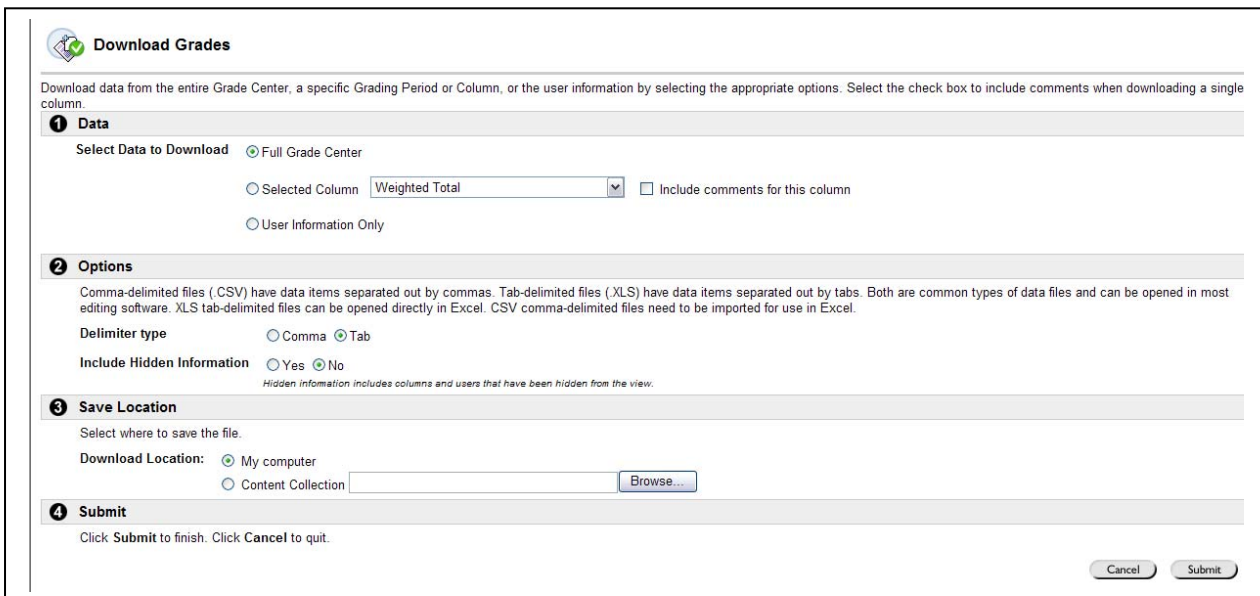


Fig. 2

The 'Download Grades' screen is displayed. Click 'Download' and, when prompted, 'Save' the file.



Fig. 3

