
Export the Blackboard Gradebook

1. Enter the course
2. Enter the Control Panel
3. Select the Gradebook
4. From the button bar select Download Grades
5. Next to "Delimiter Type" select Tab then click Submit
6. Click Download to save the file to your PC
7. Save your gradebook to a designated folder on your PC.
Note: The file name will default to gb_export.xls. As a best practice change the name of this file to eliminate overwriting (ex: 2007SU_CIS111_gb.xls)
8. Open your gradebook in Microsoft Excel.