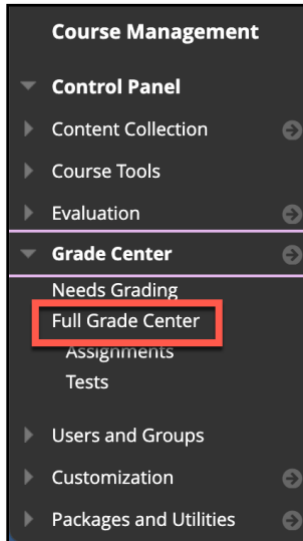


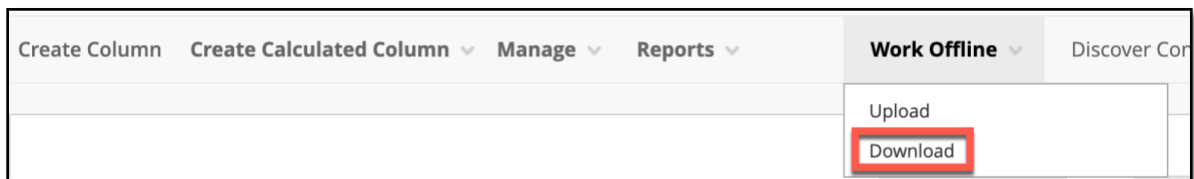
How to Download Your Blackboard Gradebook

To download your grade center:

1. Locate your course in Blackboard and click on Grade Center from the Course Management menu and then click **Full Grade Center**.



2. Access the **Work Offline** menu option and select **Download** from the list of options.



3. Under the Data section, select **Full Grade Center** (should be selected by default).



- Under the Options section, select the options you want for **Delimiter type**. To have the file open in Excel, select tab (default selection). If you have columns hidden that you want to include then you will need to select "Yes" to Include hidden Information in the file.

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.

- Under the Save Location section choose **My Computer** (this is the default selection). Then select Submit to generate the downloadable file.

NOTE: To avoid violating FERPA regulations select a location within your Missouri State OneDrive account to save your grade book files.

SAVE LOCATION

Select where to save the file.

Download Location
 My Computer
 Content Collection

- From the Downloads Grades page, select the **Download** button.

Download Grades

The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

- This will prompt you for a location to save the file. Select the location you want the file saved and select the Save button.