

## Download and Submit Your Blackboard Grade Book Using MS Office 2010

### Part 1.

#### Before getting started:

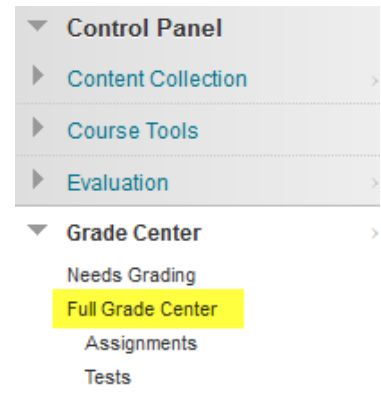
1. Log into Blackboard and enter your course.
2. Click on the **Control Panel**. Click **“Full Grade Center.”**

Check your grade book and make sure it contains the following columns:

3. Final Course Grade
4. 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

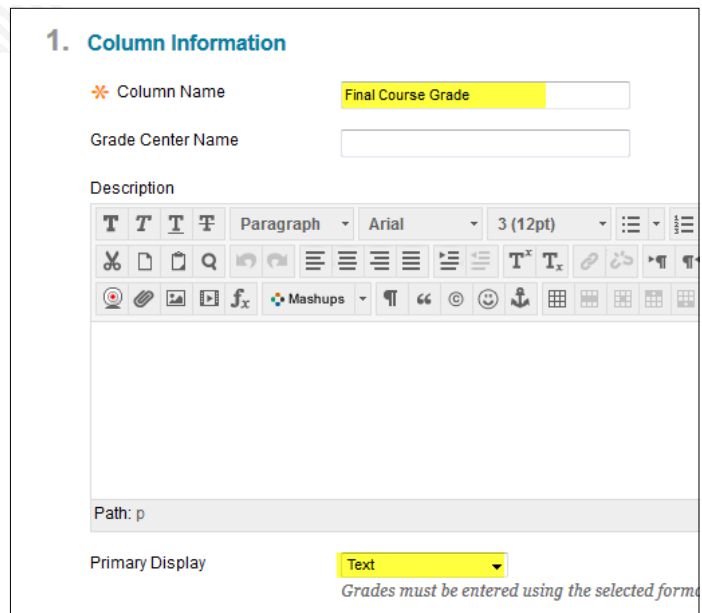
3. Enter **“Final Course Grade”** in the Column Name field.

Select **“Text”** for Primary Display.

Enter **“0”** Points Possible field.

Click **“Submit”** button.

4. Repeat step 3 for the IP deadline column.



**1. Column Information**

\* Column Name:

Grade Center Name:

Description:

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Audio, Table, Table of Contents, Print, Help.

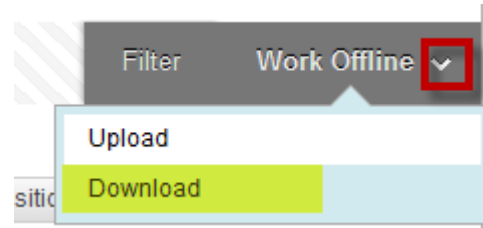
Path: p

Primary Display:

*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”**.



### 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](#)*

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**1. Data**

Select Data to Download  Full Grade Center

Selected Column Weighted Total  Include Comments for this Column

User Information Only

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**2. 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.

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**3. Submit**

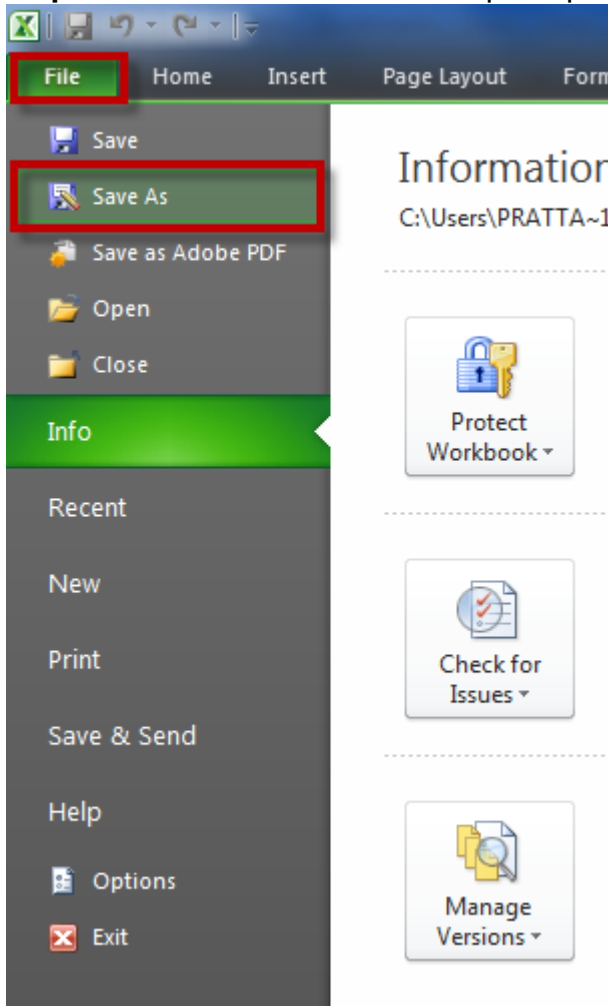
*Click Submit to proceed. Click Cancel to quit.*

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

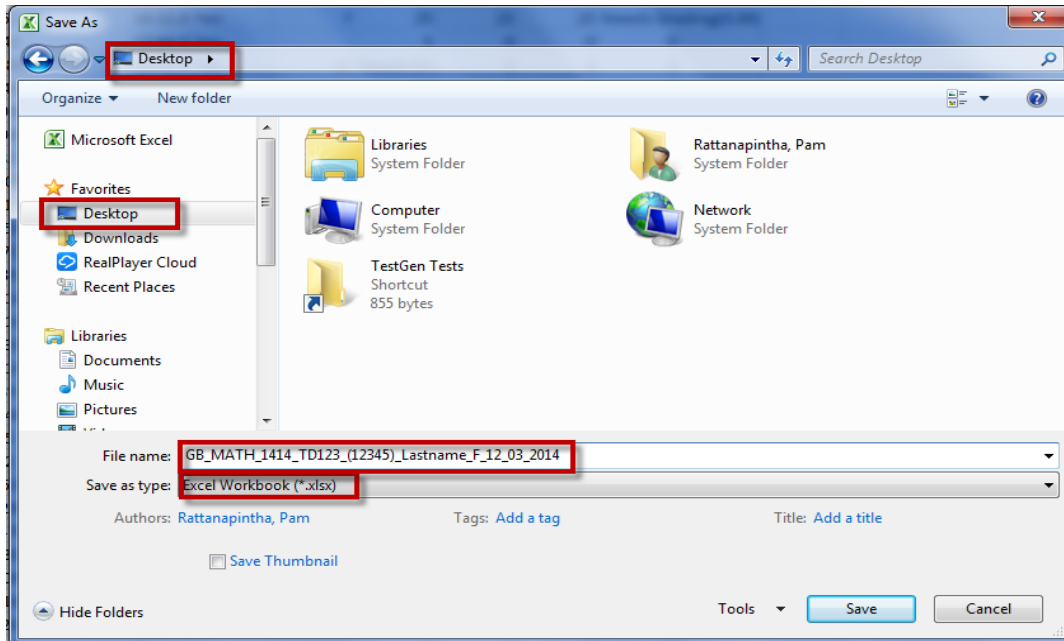
Select “**Open**” button. Grade book will open up in Microsoft Excel.



4. Save gradebook.



- a) Click the **Office button** (located on the upper left corner).
- b) Choose “**Save As**”



c) Select **“Desktop”**

d) Example of file name for MATH1414.20141203.180694:

**GB\_MATH\_1414\_TD123\_(12345)\_Lastname\_F\_12\_03\_2014**

e) Save as type **“Excel Workbook”**

Save as type: Excel Workbook (\*.xlsx)

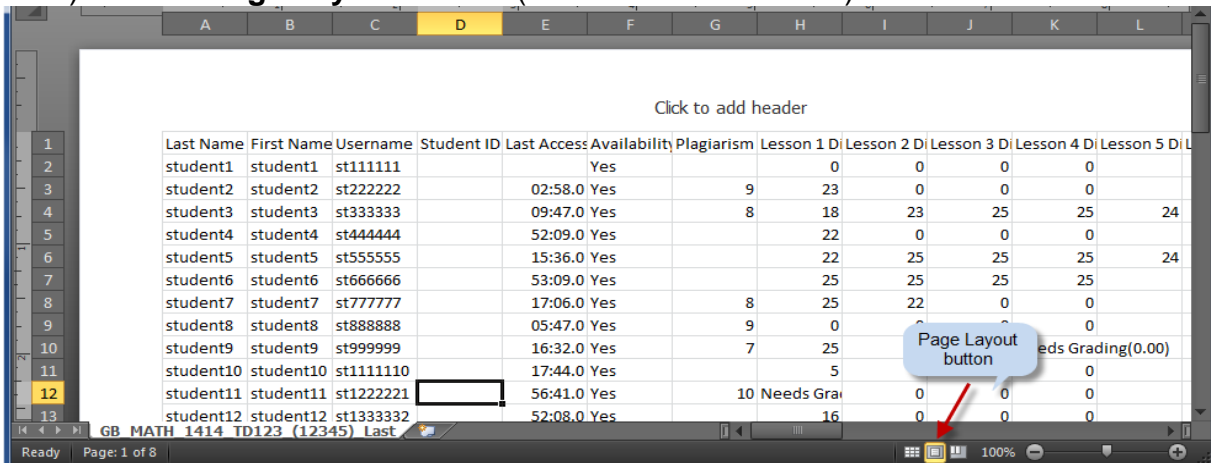
f) Click **“Save”** button

**Note:**

1. GB Stands for Gradebook
2. The underscore “\_” is **required** to hold the spaces
3. **The number in parenthesis should be the synonym number - NOT the Blackboard Course ID Number. Refer to the subject line of the Cert Roll email.**

5. Put a Header on your gradebook:

a) Select **“Page Layout”** button (see screen shot below).



- b) Click on the left box and type your name. Ex. **Lastname, F.**
- c) Click on the middle box and type your course name. Ex. **MATH 1414 TD123 (12345)**
- d) Click on the right box and type the **course start date**. Ex. **12/03/2014**

Last Name	First Name	Username	Student ID	Last Access	Availability	Plagiarism	Lesson 1 Di	Lesson 2 Di	Lesson 3 Di	Lesson 4 Di	Lesson 5 Di	Lesson 6 Di
student1	student1	st111111			Yes		0	0	0	0		
student2	student2	st222222		02:58.0	Yes	9	23	0	0	0		

**Note that the numbers in parenthesis are synonym numbers - NOT the Blackboard Course ID Number. The course section number and synonym numbers can be found on:**

1. The subject line of the Cert Roll email.
2. The Online Course Schedule page at <http://online.ctcd.edu>

[https://soarapp.ctcd.org/online\\_forms/schedule/schedule.cfm](https://soarapp.ctcd.org/online_forms/schedule/schedule.cfm)

## Online Course Schedule

Details on all CTC courses are now available through the [Web Advisor](#) sure to search for them in [Web Advisor](#).

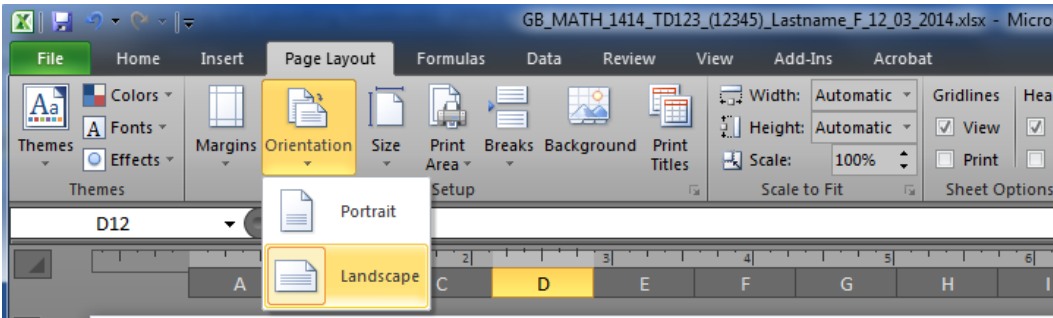
NOTE: GoArmyEd and Active Army TA students must apply and re

For Course Descriptions and special requirements, see our [Online C](#)

Show me online courses starting on

Course/Section Number*	Synonym	ID	Course Title
<b>Accounting</b>			
ACCT2301 TD001	79943	450837	Principles of Financial Acct.
ACCT2301 TD013	92799	463897	Principles of Financial Acct.
ACCT2302 TD001	79948	450842	Principles of Managerial Acct.

## 6. Change page orientation to Landscape.



- a) Click any cell on the page.
- b) Click "Page Layout"
- c) Click "Orientation"
- d) Click "Landscape"

**Final Product**

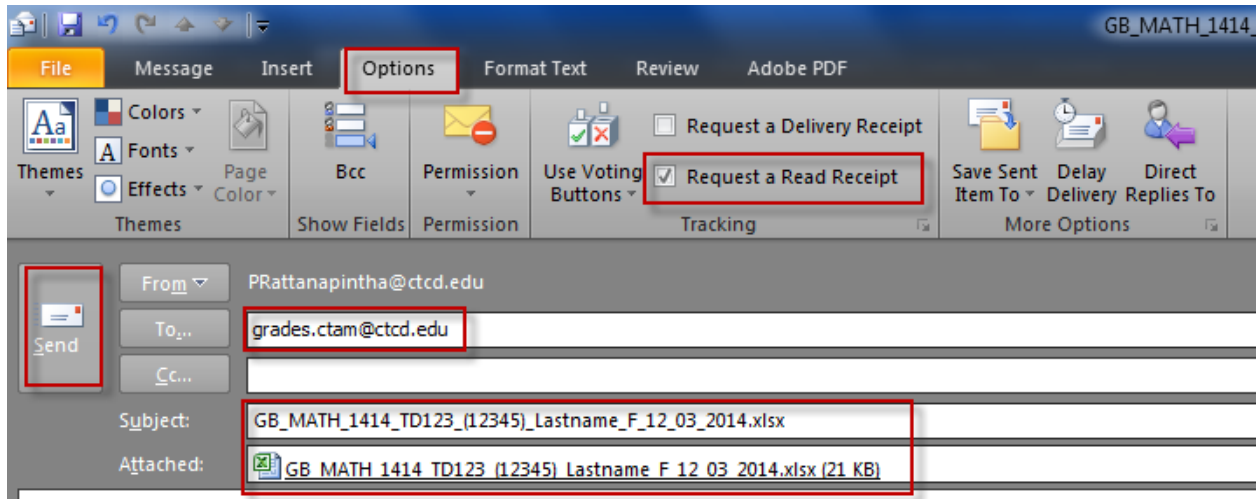
Here is an example of how the email attachment should appear when opened. Please be sure to include the final letter grade.

Lastname, F.		MATH 1414 TD123 (12345)										12/03/2014	
Last Name	First Name	Last Access	Orientation	Tell Me Ab	Chapter 2	Chapter 3	Chapter 5	Chapter 8	Chapter 10	Chapter 11	Chapter 12	Exam 1	86
Adams	Jessica	4/18/2011			7	6	5	7	6	5	7	150	
Addis	Martin	4/17/2011	9		7	6	5	7	6	5	7	200	
Anderson	Samantha	4/17/2011	9 Complete		7	6	5	7	6	5	7	18	
Avalos	Jason	4/16/2011	8 Complete		7	6	5	7	6	5	7	177	
Barnett	James	4/17/2011			7	6	5	7	6	5	7	145	
Baskin	Christian	4/18/2011	8 Complete		7	6	5	7	6	5	7	120	
Benson	Jeffrey	4/18/2011	9 Complete		7	6	5	7	6	5	7	188	
Biddle	Anthony	4/18/2011	10 Complete		7	6	5	7	6	5	7	182	
Bing	Jorge	4/18/2011	8 Complete		7	6	5	7	6	5	7	165	
Bonilla	Debonaire	4/19/2011	9 Complete		7	6	5	7	6	5	7	144	
Bousfield	Raphel	4/10/2011	9 Complete		7	6	5	7	6	5	7	198	
Daly	Jordan	4/13/2011	8 Complete		7	6	5	7	6	5	7	146	
Delduca	Marjorie	4/14/2011	9 Complete		7	6	5	7	6	5	7	177	

7. Save file again (to save these format changes).
8. Attach this gradebook as an email to [grades.ctam@ctcd.edu](mailto:grades.ctam@ctcd.edu).
9. The email subject line **MUST** be the same as your file name but will not have an ".xlsx" extension on it.  
**Ex. GB\_MATH\_1414\_TD123\_(12345)\_Lastname\_F\_12\_03\_2014.xlsx**

Note:

1. The program will automatically add ".xlsx" to the file name. You do not need to do this.



10. 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:

- Follow the same procedure to download your gradebook
- Add **Final\_GB** to the title
  - EX.: **Final\_GB\_MATH\_1414\_TD123\_(12345)\_Lastname\_F\_12\_03\_2014.xlsx**
- Send updated gradebook to [grades.ctam@ctcd.edu](mailto:grades.ctam@ctcd.edu)
  - REMINDER: The email subject line must be the same as the file name