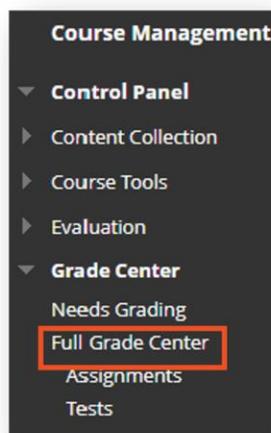


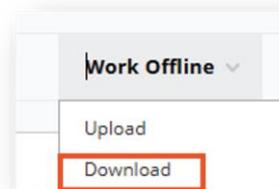
Exporting Blackboard Full Grade Center

You can download the full gradebook or select columns from your Ultra courses. You can export the file in a comma-delimited (CSV) or tab-delimited (XLS) format.

1. Log into **Blackboard**.
2. Navigate to the **course**.
3. Scroll down to the **Control Panel**.
4. Expand **Grade Center**.
5. Click **Full Grade Center**.



6. To the **right** of the Full Grade Center, however over **Work Offline**.
7. Click **Download**.



8. Select the **options** you would like to **export**.

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 up-
[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

9. Click **Submit**.

10. Click **Download**.

Download Grades

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

DOWNLOAD

11. Open the file you have downloaded.



Additional Resources:

- [Downloading Grades from Gradebook](#)
- [Exporting Blackboard Full Grade Center as Excel File](#)