

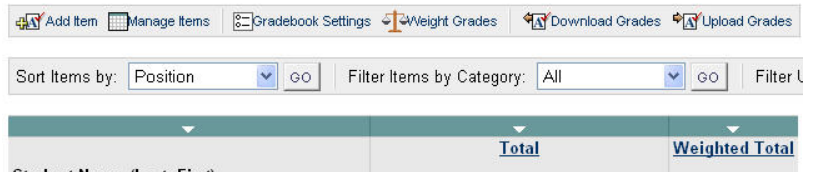
EXPORTING BLACKBOARD GRADEBOOKS

Gradebook information **will not be** imported into Angel from Blackboard. Therefore, it is essential to separately export and save gradebook information from Blackboard.

1) Access the **Control Panel** section of your course.

View Spreadsheet

2) Click on the **Gradebook** link.



3) Click on the **Download Grades** button.

4) Choose **Comma** as the delimiter type and click **OK**.

Download Gradebook

Instructions

The gradebook has been saved to a file. To download this file to your computer, follow the instructions below.

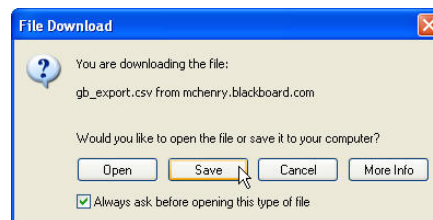
1. After saving the file, open Microsoft Excel or a similar program, and go to the File menu. Select Open. On a Macintosh, this may be the only way to open the file, as the system may not automatically associate the saved file with Excel.
2. Locate the directory where the file is saved and double-click the filename (the file is named gb_export.csv by default.)

5) Click on the **Download** button.

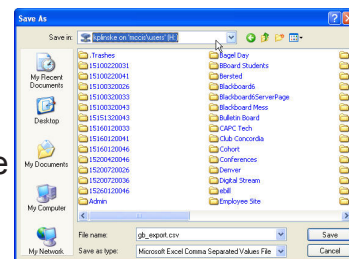
Download Tip: When downloading the gradebook, you may want to save it to a more permanent location, rather than the default location. This will help you locate the gradebook more easily once download is complete.



6) Click on the **Save** button.



7) Choose the location in which you would like to save your gradebook (preferably in a folder in your H:\ drive at MCC), enter a name for your gradebook (be sure to include course, section, and semester information in the name such as ENG15100220066), and click **OK**.



Your Blackboard gradebook is now saved and can be opened using Microsoft Excel.