



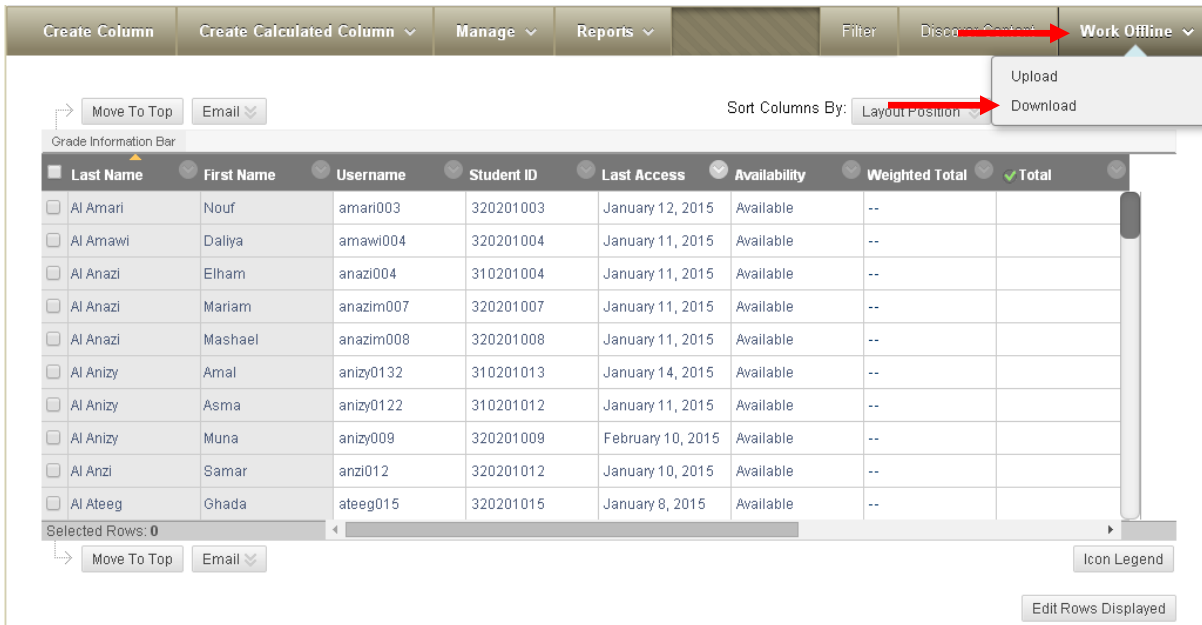
**KSAU-HS**  
IT UNIT

# Blackboard Manual

(Export Student Grade to Excel File)  
College of Nursing

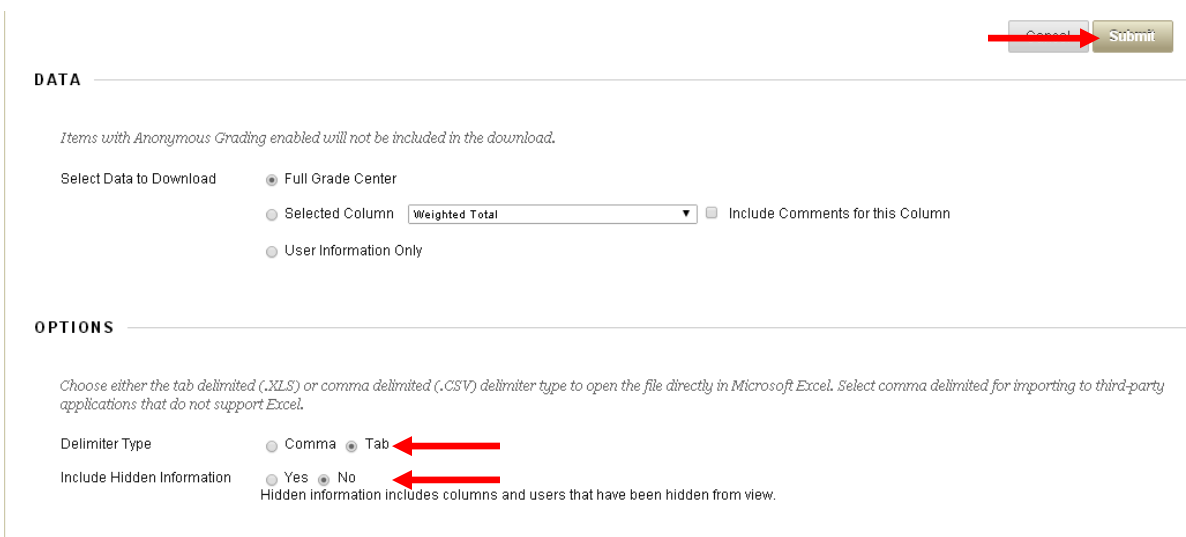
## How to Export the Blackboard Data

Starting on the opening page of the course, in the **Control Panel**, expand the **Evaluation option**. Select **Grade Center** From the drop down menu labeled **Work Offline**, select **Download**



The screenshot shows the Blackboard Grade Center interface. At the top, there are navigation tabs: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', 'Discussions', and 'Work Offline'. The 'Work Offline' tab is selected, and a dropdown menu is open showing 'Upload' and 'Download' options. Below the navigation is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons. The main area contains a table with the following columns: Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, and Total. The table lists 11 students with their respective details. At the bottom of the table, there are 'Move To Top' and 'Email' buttons, an 'Icon Legend' button, and an 'Edit Rows Displayed' button.

On the Download Grades screen, accept the default values of Tab and No under **Options**. Click **Submit**.



The screenshot shows the 'Download Grades' options screen. At the top right, there are 'Cancel' and 'Submit' buttons. Below is a section titled 'DATA' with a note: 'Items with Anonymous Grading enabled will not be included in the download.' Under 'Select Data to Download', there are three radio button options: 'Full Grade Center' (selected), 'Selected Column' (with a dropdown menu showing 'Weighted Total'), and 'User Information Only'. There is also a checkbox for 'Include Comments for this Column'. Below this is a section titled 'OPTIONS' with a note: '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.' Under 'Delimiter Type', there are two radio button options: 'Comma' and 'Tab' (selected). Under 'Include Hidden Information', there are two radio button options: 'Yes' and 'No' (selected). A note below states: 'Hidden information includes columns and users that have been hidden from view.'

Click **Download**.

## Download Grades

The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD

