

How to Download Your Gradebook from Blackboard

1. In your Blackboard course, click on the **Control Panel** link.
2. Click the **Gradebook** link.
3. Click on **Download Grades**.
4. Click on the **Submit** button.
5. Click on **Download** with the right mouse button and select **Save Target As** to save your file.
6. The **Save As** window opens and I have chosen to save the document to my desktop
7. You may want to give the file a meaningful name and then click on the **Save** button.
8. When the download is complete you may click on the **Open** button to view the file or you can look at it later.
9. The gradebook file appears as an **Excel** file.