

You can download your gradebook, modify it in a spreadsheet program then upload it again with your modifications. If you plan to use Excel or another program to manage your Gradebook, it is best to download the gradebook from Blackboard to start.

To Download Gradebook

1. Click on the **Gradebook** link in **Assessment** area of the **Control Panel**.
 2. Click the **Download Grades** icon to save the Blackboard gradebook to your computer or to your N: Drive (preferred location).
 3. Click the **Download** button.
 4. In the "Select Delimiter" screen, choose the type "Tab". Click "Submit".
 5. In the **Download Gradebook** screen, right click on the "Download" box, then choose **Save Target As**.
 6. On the **Save As** screen, select your N: drive if you are connected to the network. Name the file appropriately and click **Save**.
 7. Open **Microsoft Excel**.
 8. Go to **File** and Open the gradebook file.
- ➡ **The file does not need to be in the CSV format as in previous versions of Blackboard.**

See the Blackboard Basic Tip Sheet "Uploading the Gradebook" for information on uploading the file you have just modified and saved.