

To print your Gradebook, it is best to download it first as the limitations imposed by the web browser will cause problems if you try to print from Blackboard.

To Download the 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. In the File Type, you can select either type but "Tab" is more useful.
Select the delimiter type for the downloaded file
Delimiter Type: Comma Tab
4. Click the **Download** button.
5. In the **File Download** box choose **Save**.
6. On the **Save As** screen, select your N: drive if you are connected to the network, if not, you can save it to your computer. Name the file appropriately, perhaps adding the course code to the name, then click **Save**.

To Print the Gradebook

1. Go to where you have saved the file and open it by double-clicking it.
2. Resize your columns, if necessary, prior to printing.
3. When you are ready to print, select "File", "Print Preview", "Setup", and select "Fit to 1 Page Wide" as well as "Landscape" mode. These settings are those most likely to allow you to see all of the grades properly.

