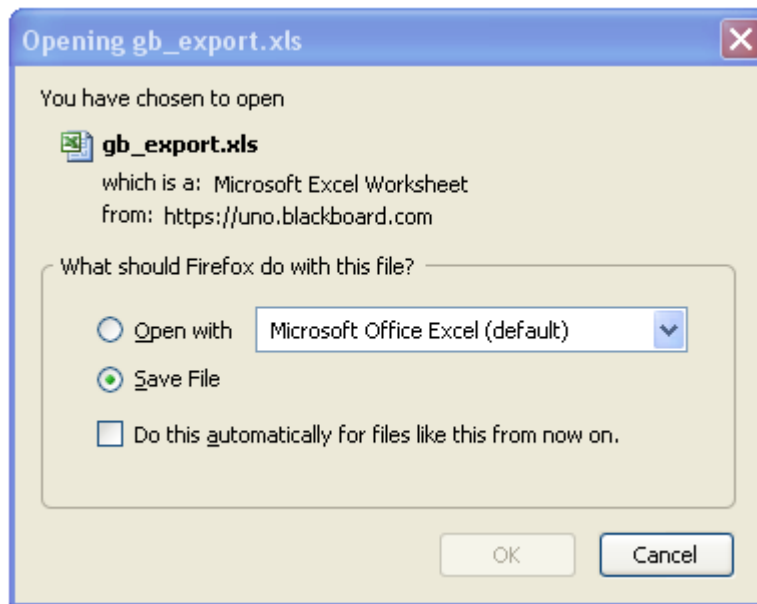


Export Blackboard Gradebook to Excel

1. Enter the **Course > Control Panel > Gradebook**
2. Choose “**Download Grades**” > select “**Delimiter Type = Tab**” > **Submit**
3. You will receive a message that the Gradebook has downloaded and is ready to be saved. In the box that looks like the one below, select **Save File**. It will save to your default download location.



4. To view the file, browse to it on your computer, and double click on the filename.