

To Print the Blackboard Gradebook

Step 1: Go to the Full Grade Center

Step 2: Click on the Work Offline Button and choose Download

The screenshot shows the Blackboard Grade Center interface. The top navigation bar includes 'Home', 'JCC Services', 'JCC Libraries', 'Help', 'Content Collection', and 'System Admin'. The main header reads 'Grade Center : Full Grade Center'. Below this, there are tabs for 'Create Column', 'Create Deleted Column', 'Manage', and 'Reports'. A red circle highlights the 'Filter' and 'Work Offline' buttons. The 'Work Offline' dropdown menu is open, showing 'Upload' and 'Download' options. A red arrow points from the 'Work Offline' button to the 'Download' option. The main content area displays a table with columns for 'Last Access', 'Availability', 'Child Course ID', and 'Total'. The table contains several rows of data, with some cells obscured by green redaction boxes. The bottom of the page shows the URL: <https://jcc.open.suny.edu/webapps/gradebook/do/instructor/downloadGradeboo...>

Step 3: Download Grades


- Choose Full Grade Center to export the entire gradebook
- Both Common or Tab will work with Excel. Tab will work with Word as well.

- Choose “My Computer” as the Download location.
- Browse for the location on your computer. Choosing “My Documents” will save it to JCC’s U:/ drive which is a networked location that received daily backups.
- Hit Submit


Download Grades

Cancel Submit

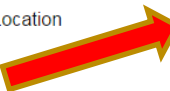
DATA

Select Data to Download  Full Grade Center
 Selected Column Include Comments for this Column
 User Information Only

OPTIONS

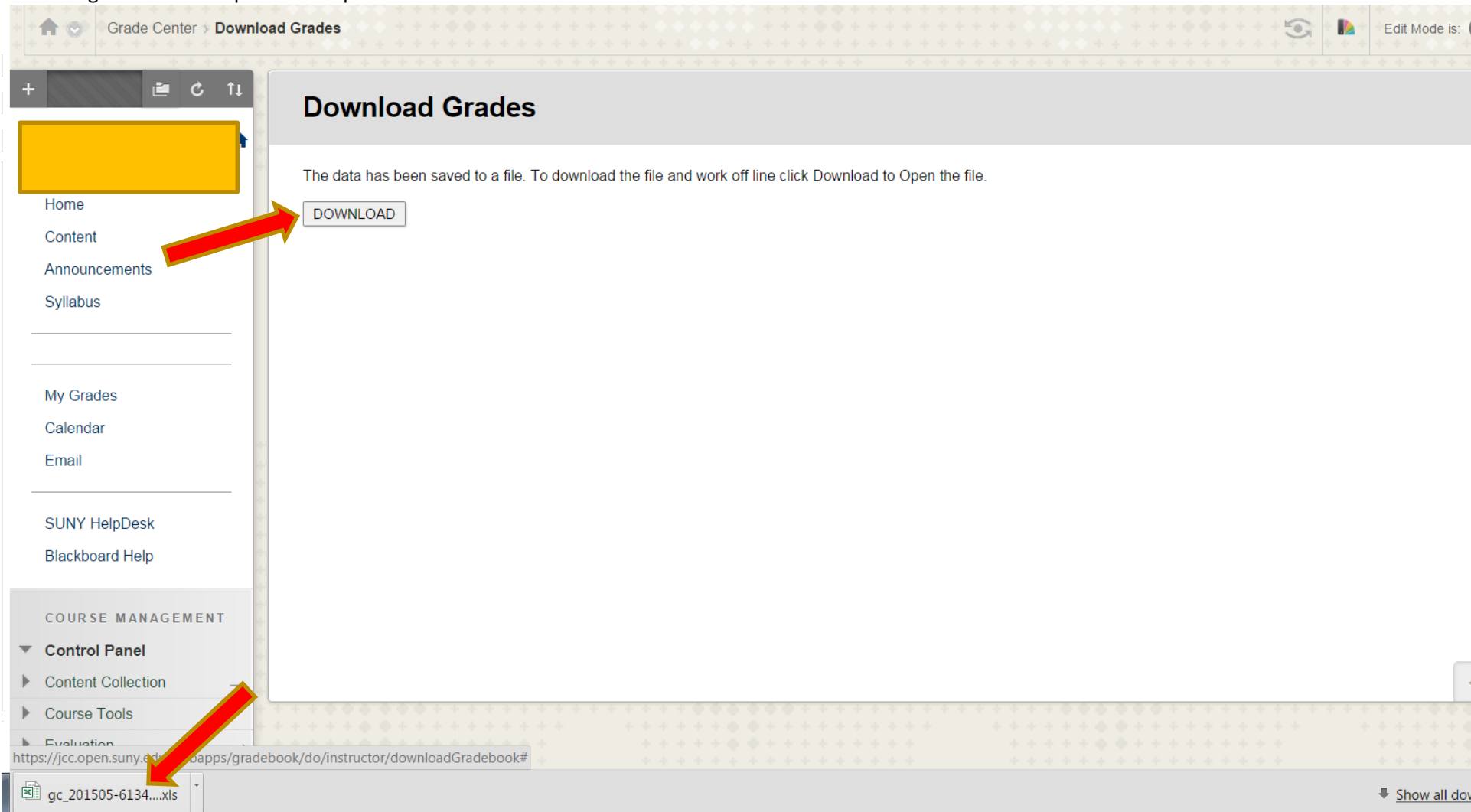
Delimiter Type  Comma Tab
Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

SAVE LOCATION

Download Location  My Computer
 Content Collection Browse

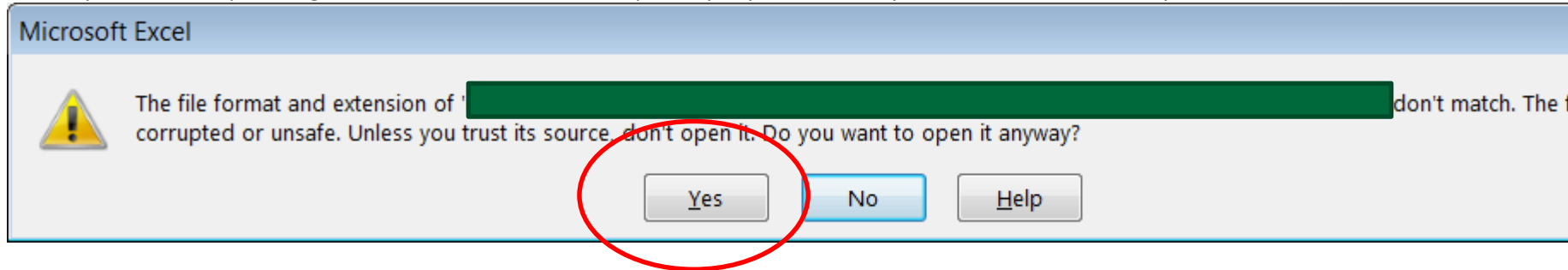
Step 4: Download Grades

- Select the download button
- Click on the file download area in your browser. This is different for each browser you use. Chrome will be in lower left, Firefox is upper right. Internet Explorer will open the document in MS Excel



Step 4: Open in Excel

- You may see a security message such as this...Choose Yes to open anyway (this is a file you chose to download so you know its safe)



- Once it is open in Excel, you can choose File>Print
- Print Gridlines: It can be easier to review an Excel spreadsheet if you keep the gridlines. To do this, choose Page Setup>Sheet>Gridlines
- Return to Print page and choose your Printer, then select Print

- ←
- Info
- New
- Open
- Save
- Save As
- Print**
- Share
- Export
- Close
- Account
- Options

Print



Copies: 1

Printer



[Printer Properties](#)

Settings

Print Active Sheets
Only print the active sheets

Pages: to

Print on Both Sides
Flip pages on long edge

Collated
1,2,3 1,2,3 1,2,3

No Staples

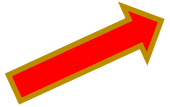
Portrait Orientation

Letter (8 1/2 x 11")
8.5" x 11"

Normal Margins
Left: 0.7" Right: 0.7"

No Scaling
Print sheets at their actual size

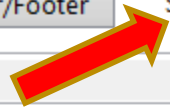
[Page Setup](#)



Page Setup



- Page
- Margins
- Header/Footer
- Sheet



Print area:

Print titles

Rows to repeat at top:

Columns to repeat at left:

Print

- Gridlines
- Black and white
- Draft quality
- Row and column headings



Comments: (None)

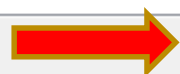
Cell errors as: displayed

Page order

- Down, then over
- Over, then down



Options...



OK Cancel

