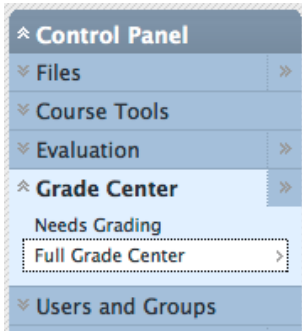




To Download Your Class Roster to an Excel Spreadsheet:

Step 1. After logging into Blackboard, select the course you want to view.

Step 2. Once in your course, under Control Panel, choose Grade Center and then click on Full Grade Center.



Step 3. Click on the gray Work Offline button at the top right corner and choose Download.



Step 4. For Select Data to Download, choose the User Information Only option. You may leave the rest of the options selected at their default options. Then click Submit and Download.

Please contact iSITE Service Desk for any issues you may have:

Email : isite@tamut.edu

Submit a Support Request Ticket:

Phone: 903-334-6603

<https://isite.tamut.edu>





1. Data

Select Data to Download

Full Grade Center

Selected Column

Include Comments for this Column

User Information Only

2. Options

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

3. Save Location

Select where to save the file.

Download Location

My Computer Content Collection

Browse

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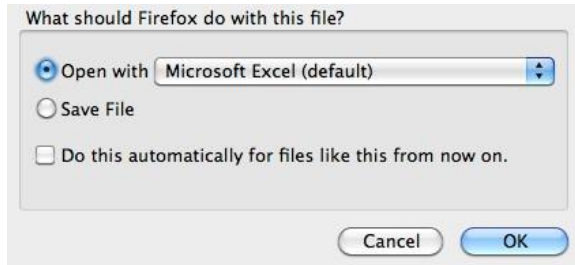
Phone: 903-334-6603

<https://isite.tamut.edu>

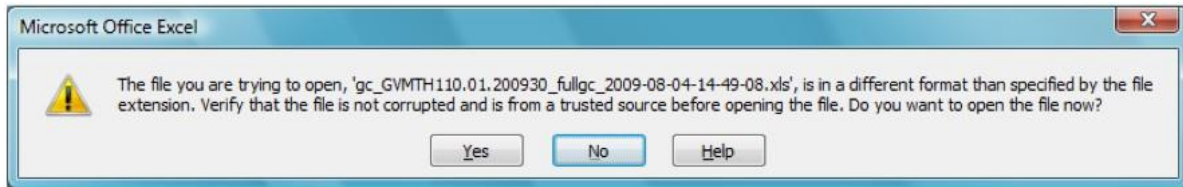




Step 5. Depending on what computer and browser you are using, you may be asked to [Open](#) or [Save](#) the file. If you want to access the file in the future, save it to a folder you can access easily (such as My Documents).



Step 6. If you get the following error message, simply click [Yes](#) to continue. You may also want to save the file as an .xls or .xlsx.



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