

1-Access the BB9:

*Change the edit mood into: "ON"
*Click into the "Full Grade Center" in the "Grade Center"

	илиа ноте Раде	Edit Mode is: ON
11 Florence » n Dev Course	Home Page	
URSE MANAGEMENT	ncements	My Calendar
ontrol Panel	No course announcements have been posted in the last 7 days.	No calendar events have been posted for the next 7 days.
ontent Collection »	more announcements	more calendar even
ourse Tools		To Do
valuation		Edit Notification Settings
rade Center »	rence Martin Dev Course:	What's Past Due Actions
ıll Grade Center 🔶 🗕	phic design project	* All Items (0)
ests	a paper	What's Due Actions
ssignments		Select Date: 10/25/2010 Go
sers and Groups	· · · · · · · · · · · · · · · · · · ·	* Today (0)
ustomization	tion Settings Actions ¥	Nothing Due Today
ustormzauon "	ients (1)	* Tomorrow (0)
ackages and Utilities	/Organizations (1)	* This Week (0)
elp	s (5)	*Future (0)
		Last updated: October 25, 2010 1:24
		Alerts

2-In the Full Grade Center:

* Select all users. *Click ''Work Offline'' to access options, then click ''Download''.



Blackboard 9.

My Institution Courses Community Content Collection

3- In the Download Grade:

*Follow the steps in (1-2), and choose the criteria of the assignments.

	the assignments.
MIT-511 Florence Martin Dev Course (no.) 10.15:2010a) Home Page Download Grades Full or partial data can be downloaded file	S Tom the Grade Center. Once downloaded, Grades can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab delimited or is can be saved on a local computer or in a Content Collection folder. <u>More Help</u>
Content Discussions Groups Holo Hain	Cancel Subm
Select Data	Eul Crade Capter
OURSE MANAGEMENT	
	💿 Selected Column Journal #1 💽 🔲 Include Comments for this Column
Control Panel	O User Information Only
Course Tools	
ivaluation »	
rade Center × 2. Options	
ull Grade Center Comma-delimited files (.CSV) ha most editing software. Tab-delim Saving the file in another format v	ve data items separated by commas. Tab-delimited files (TDT) are fext files that have data items separated by tabs. Both are common types of data files and can be opene ited 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. If make the file unreadable by the system when uploading.
Delimiter Type	🔿 Comma 💿 Tab
The Content Collection provides central include Hidden Information the Content Collection, all links to the iten organizations, or in all of the Courses in	Yes No Hidden information includes columns and users that have been hidden from view.
Create Folder 3. Save Location	
Job Aid Assignments Select where to save the file.	
Job Aids Assignmens2	• My Computer Continue sten3:
3	Icourses/hb_10-15-2010aJJob Al Browse
Show All Edit Paging	
4. Submit	In Browse Button:
Cancel Submit	
	1- Create a new folder, or
	2. Salast and of the evicted
	2- Select one of the existed
	folders.
	3- Then, click on'' submit''

In the "Download Grade" page:

- 1- Click on "Download" button
- 2- Then, click on "Open" button on the "File Download Page".

		0
My Institution Courses Community Content Collection		
MIT-511 Florence Martin Dev Course nb_10-15-2010a Grade Center > Download Grades		Edit Mode is: OFF
MIT-511 Florence * Martin Dev Course	File Download	
(nc 10 45 2010a) Home Page Content Discussions Groups Tools Heip	Do you want to open or save this file? Name: gc.nb.10.15.2010a_fullgc_2010-10.25.14.08.30.xls Type: Microsoft Office Excel 97.2003 Worksheet From: Iearnuncw.edu 2 Open Save Cancel	save As to save the Me locally.
COURSE MANAGEMENT Control Panel Content Collection Course Tools Evaluation S	While files from the Internet can be useful, some files can potentially have your computer. If you do not trust the source, do not open or save this file. <u>What is the sole?</u>	
Grade Center Full Grade Center Tests Assignments Users and Groups		
Customization Packages and Utilities Help		os

💼 Tharaya Al Ghafri 🏾 🎪 My Places 📺 Home 📀 Help 📲 Logout

9	Home Insert	; Page Layout Formu	ulas Data	Review Vie	gc_nb_10-1	15-2010a_f	uligc_2010-10)-25-14-08-3	0[1] - Mic	rosoft Excel	I Y s	Fina You stude	lly: can ents	vie ' gr	w tł ade	ne s	
Pa	Ste Format Painter	Calibri • 11 • B I U •		= <mark>=</mark> ≫·· = = (‡ (≢	Wrap Tex	t Center *	General \$ • %	• • 00. 00. • 00. 00.	Conditi	onal Forma	t Cell	insert Del	ete Format	Σ Auto	Sum * A	å Find å	
	Clipboard 🗔	Font	G	Align	ment	G	Num	ier G		Styles		Ce	lls		Editing		
	A1 -	fx Last Nar	me														
1	AR	C D	E E	G	н	1		ĸ	I	NA	N	0	Р	Q	R	S	Т
1	Last Name First Nam	Username Student IC La	ast Acces Availa	abilit Journal #1	Erica 7369 V	/eighted	Total 7350	test1 735- S	Student [Assignme	Assignme	ent 1 73752					
2	Student 1 Demo	nb_demo1	Yes					F									
3	Student 2 Demo	nb_demo2	Yes					F									
4	Student 3 Demo	nb demo3	Yes					F	5								
5	Student 4 Demo	nb demo4	Yes					F	3								
6	ordecine i benno		100														
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
14 4	→ H gc_nb_10-15	-2010a_fullgc_2010-1	2		1												
			A											(STORE)			-