



From this Tutorial, you will learn how to:

- * Download all student's grades.
- * Save the grades in your BB area or on your computer.

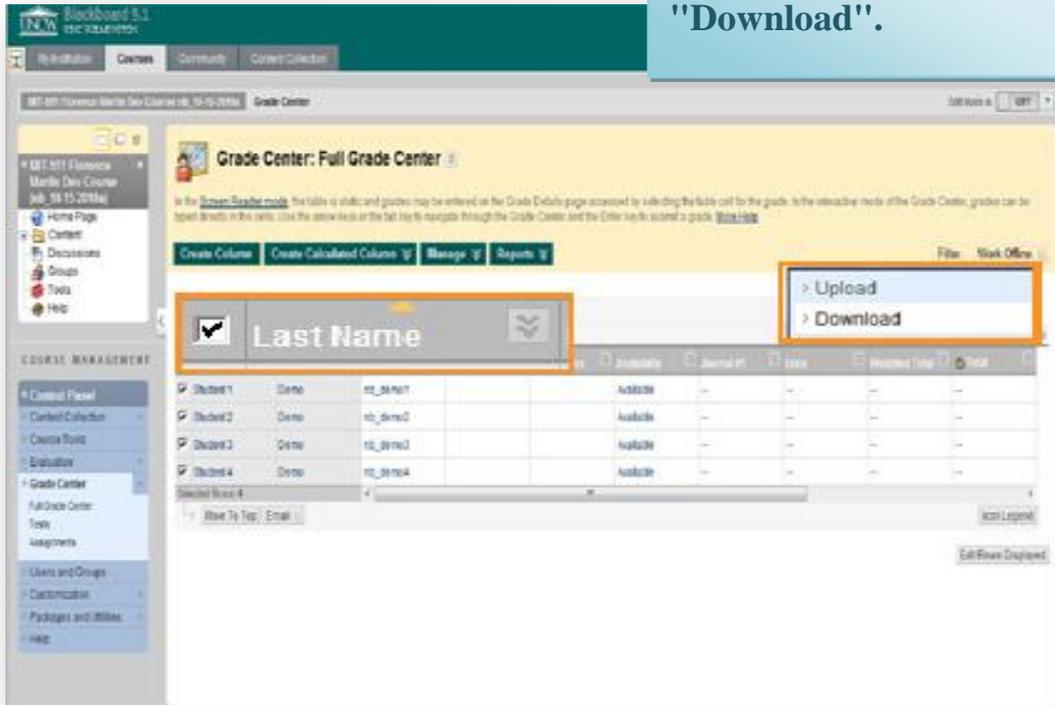
1-Access the BB9:

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

The screenshot displays the Blackboard 9.1 interface for a course titled "MIT-511 Florence Martin Dev Course nb_10-15-2010a". The top navigation bar includes "My Institution", "Courses", "Community", and "Content Collection". The course page shows an "Edit Mode is: ON" indicator. A "COURSE MANAGEMENT" menu is open on the left, listing various options. The "Grade Center" option is expanded, and "Full Grade Center" is highlighted with an orange arrow. Other menu items include Control Panel, Content Collection, Course Tools, Evaluation, Users and Groups, Customization, Packages and Utilities, and Help. The main content area shows sections for "Announcements", "My Calendar", "To Do", and "Alerts". The "To Do" section includes "What's Past Due" and "What's Due" with a date selector set to 10/25/2010. The system status bar at the bottom indicates "Internet | Protected Mode: On" and "100%" zoom.

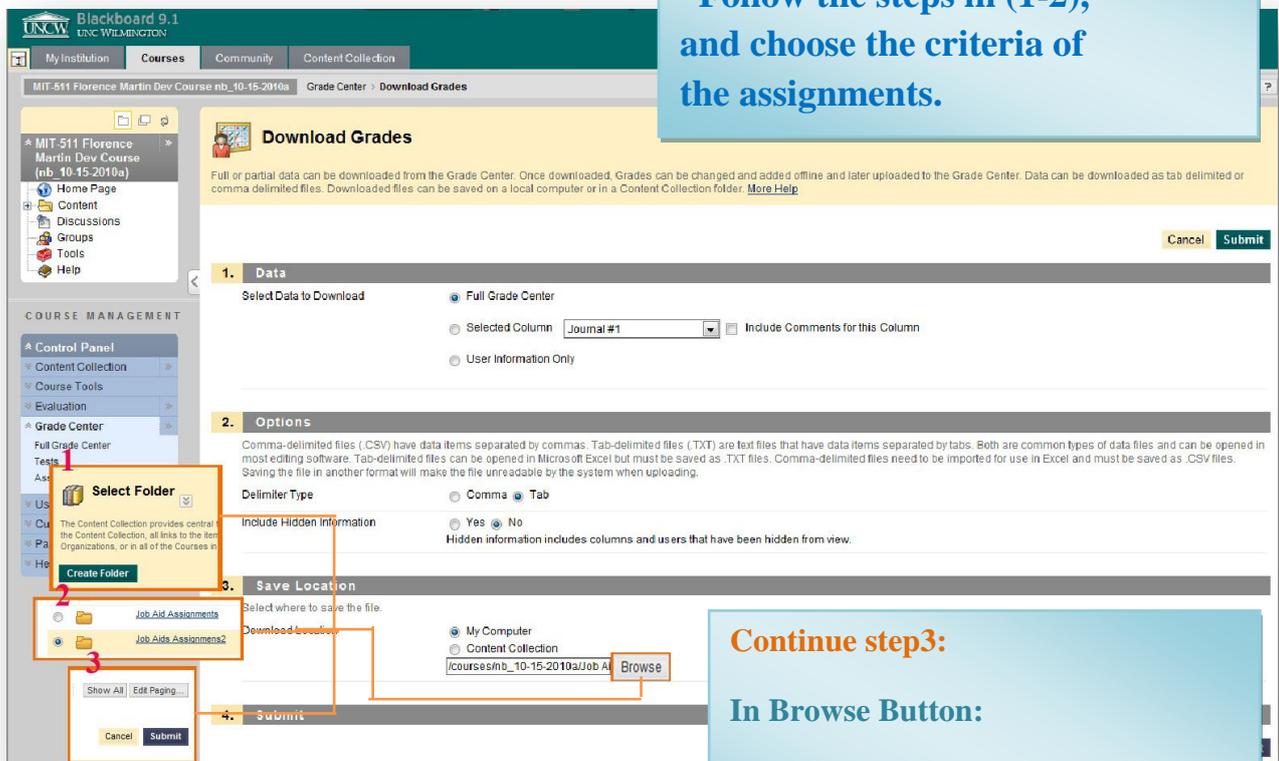
2- In the Full Grade Center:

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



3- In the Download Grade:

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



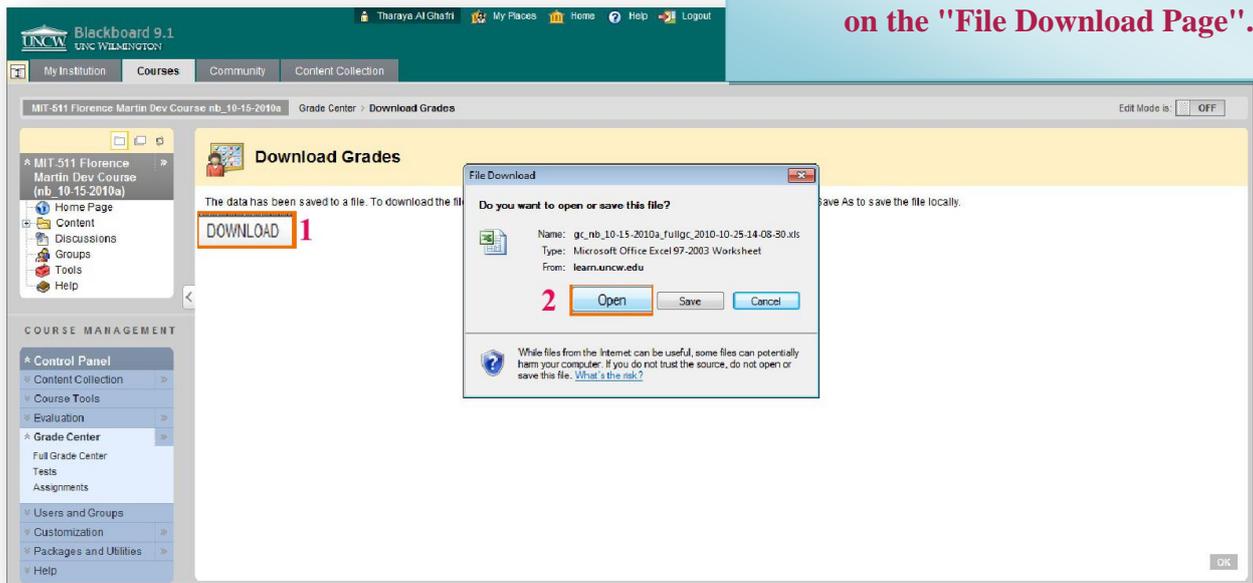
Continue step3:

In Browse Button:

- 1- Create a new folder,
- 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".



Finally:

You can view the students' grades

