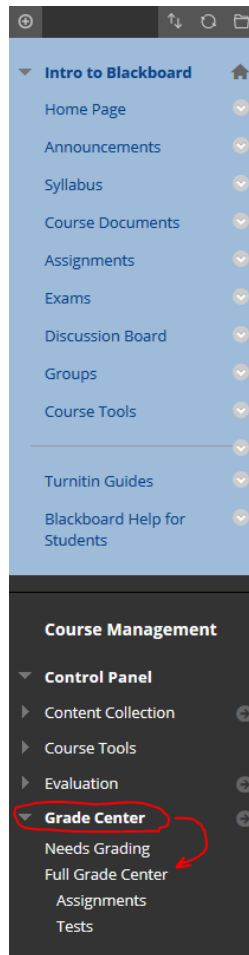


# How to Download a Class Roster on Blackboard

**Please note:** The end result produces your class roster on a Microsoft Excel file.

**Step 1)** Log into your course on Blackboard.

**Step 2)** On the left, under the Course Management panel, click “Grade Center” to expand for more options, and then click “Full Grade Center”.



**Step 3)** In your Full Grade Center, move your mouse cursor over “Work Offline”, and click “Download”.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content **Work Offline**

Upload  
Download

Move To Top Email Sort Columns By: Layout Position Order: Descending

Grade Information Bar Last Saved July 3, 2019 9:24 AM

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	WEIGHTED TOTAL BEFORE XTRA	FINAL GRADE + EXTRA CREDIT	EXTRA CREDIT 2
<input type="checkbox"/>	Stestperson9	Student	200406170130208		100.00(100.00%)	103.70%(103.70)	1.85

Selected Rows: 0

**Step 4)** Select “User Information Only”:

#### Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

**DATA**

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Center

Selected Column Weighted Total Before Xtra  Include Comments for this Column

User Information Only

**OPTIONS**

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Click **Submit** to proceed.

Cancel Submit

**Step 5)** Click Submit on the bottom right:

### Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

**DATA**

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Select Data to Download

Full Grade Center

Selected Column Weighted Total Before Xtra  Include Comments for this Column

User Information Only

---

**OPTIONS**

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Click **Submit** to proceed.

Cancel **Submit**

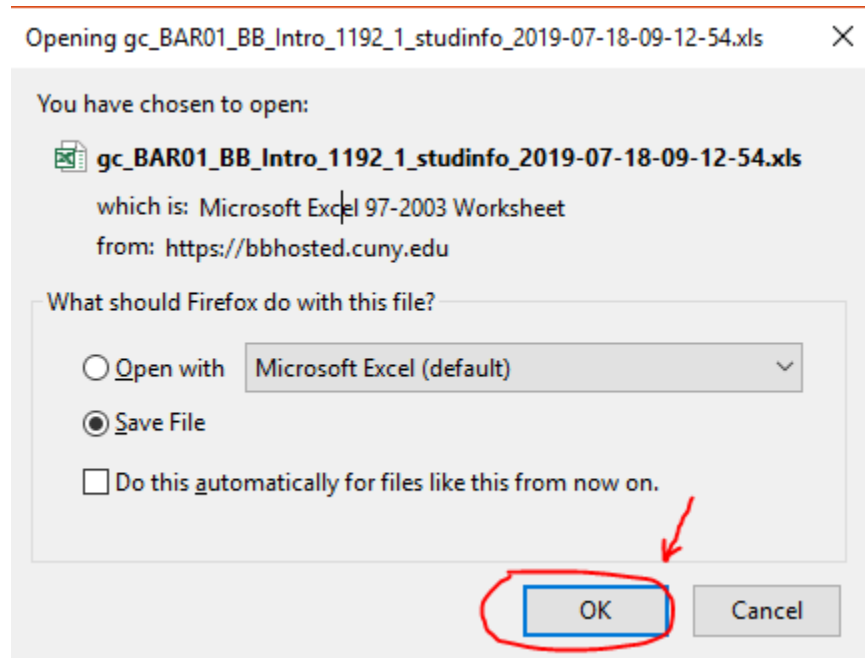
**Step 6)** Click "Download".

### Download Grades

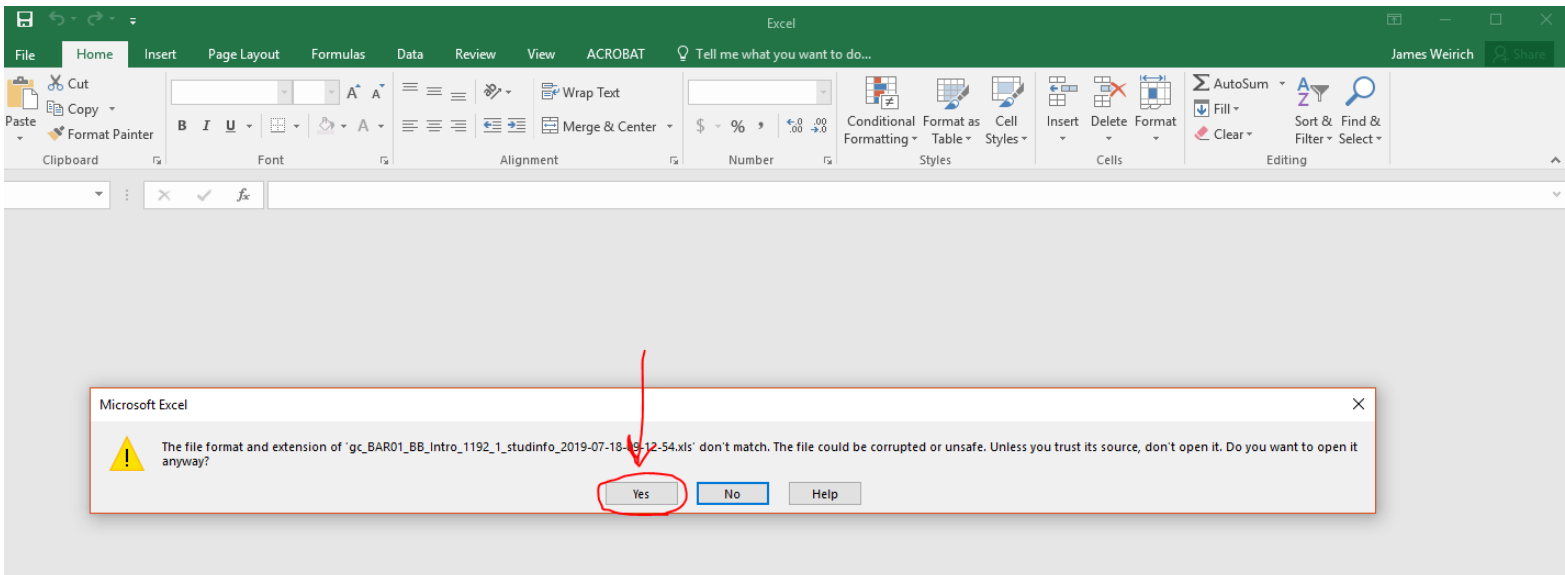
The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

DOWNLOAD

**Step 7)** You will be prompted to either save the file to your computer, or open it with Microsoft Excel immediately. Select which option you prefer, and then click “OK”.



**Step 8)** Upon opening the file, you may be prompted with the message below:



Click “Yes” to open the file.

**Step 9)** The first two columns of the file represent the First and Last names of the students on your roster. You may need to expand the columns horizontally in order to see the full names of your students. See example below:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Name	First Name	Username	Student ID										
2	John	Doe	2E+19											
3	Erin	Hallsworth												
4	Brian	Leene												
5	Alex	Maloney												
6	Jack	Smith												
7	Loren	Ipsum												
8	Melissa	Gonzalez												
9	Eric	Reach												
10	Allen	Greene												
11	Tobias	Schilling												
12	Eli	Hemp												
13														

Please save this file to a location on your computer that you can easily recall it from. You are also able to print a hard copy of this file for your records.