Grade Center-Printing Grade Center

It is a best practice to keep an electronic backup copy of your Grade Center as a student archive for grading disputes. Instructions for how to download an electronic copy of your Grade Center can be found under Step 1 below.

It is often convenient, however, to also have a print copy. Currently, there is no print function built into the Blackboard Grade Center, and printing the Grade Center nearly follows that same process that is used for web page, as the printing capability is a function of the web browser itself. Therefore, we recommend printing the Grade Center from Excel.

The first step to printing Grade Center is to download it first.

STEP 1: Download Grade Center Data

To download data from the Grade Center, follow these steps: To download grades for the Grade Center follow these steps:

1. Click Work Offline on the Grade Center page and then select Download from the Action Link menu.

2. Using the radio buttons, select which data to download.

3. Select the file delimiter, Comma or Tab. *A delimiter separates the information in the Grade Center so that it can be split into columns correctly when opened in a spreadsheet program such as Excel. You can choose to separate your columns by a comma or a tab. (If you plan to view in Excel, we recommend tab delimited.)

4. Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students that have been hidden from the view in the downloaded file.

5. Select the location for the download. Files downloaded to the Content System need to be saved in a folder in the Content System. Click Browse to select the folder.

6. Click Submit to finish the download.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help

| Create Column | Create Calculated Column ∨ | Manage ∨ | Reports ∨ | | Filter | Work Offline ∨ |

Next, you can open the file you downloaded in a spreadsheet program (eg. MS Excel) to configure the file for printing.

STEP 2: Follow instructions A or B, depending on your version of Excel.

A. Using EXCEL 2003 to configure a Print version of the Grade Center

Follow the steps below to use Excel to configure the Grade Center file for printing:

1. Open the file you downloaded from Step 1 above in Excel.

2. Once in Excel, go the File menu and choose Page Setup.

3. Next, select Landscape and choose OK.

4. Next, click the "1" row to highlight/select the entire first row.

5. Right click on the number "1" of the first row and choose Format Cells

6. Choose the Alignment tab and click the top "diamond" to set the text to display 90 degrees and choose OK.

7. Finally, you can adjust the column sizes to make each column smaller (or larger in the case of column A for the student names) by clicking and dragging on the "lines" from the column heading area to fit more columns on one screen. You can also remove some of the assignment data by clicking into the cell and deleting the text.

8. When ready, you can print your spreadsheet to any printer. Note: You can use the print preview button to get a view of your expected output.

B. Using EXCEL 2007 and 2013 to configure a Print version of the Grade Center

Follow the steps below to use Excel to configure the Grade Center file for printing:

1. Open the file you downloaded from Step 1 above in Excel.

2. Once in Excel, go the Page Layout and click Orientation.

3. Next, select Landscape.

4. Next, click the "1" row to highlight/select the entire first row.

5. Right click on the number "1" of the first row and choose Format Cells

6. Choose the Alignment tab and click the top "diamond" to set the text to display 90 degrees and choose OK.

7. Finally, you can adjust the column sizes to make each column smaller (or larger in the case of column A for the student names) by clicking and dragging on the "lines" from the column heading area to fit more columns on one screen. You can also remove some of the assignment data by clicking into the cell and deleting the text.

8. When ready, you can print your spreadsheet to any printer. Note: You can use the print preview button to get a view of your expected output.