

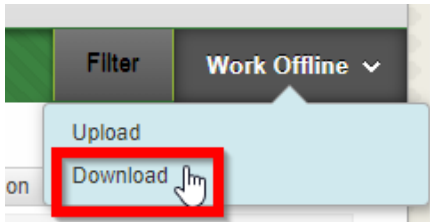


Downloading a Class List

1. Log into blackboard and create 1 group for each section of the course you have. Go to **Full Grade Center**.



2. Hover over **Work Offline**, click **Download**



3. For Data to Download select **User Information Only**, for delimiter type select **Comma**, and select **Yes** to view hidden information.

DATA

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

Select Data to Download

Full Grade Center

Selected Column 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.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

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

*Click **Submit** to proceed.*

4. Click **Submit**.
5. Click **Download**.

****Note: Remember to delete the student numbers if you are showing this list to students.****