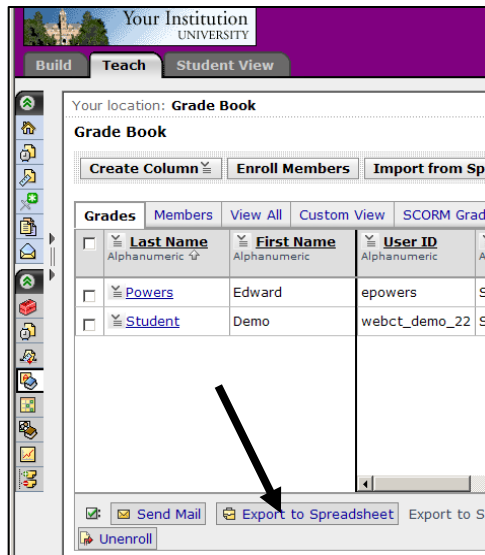


3. Downloading the gradebook

- a. From the grade book, click 'Export to Spreadsheet' at the bottom of the grade book page.
- b. Follow the instructions (almost exactly like WebCT).



4. Enabling students to see the grade book

- a. The grade book is not available to students in the default settings of Blackboard.
- b. To enable grade book view access to students, go to the **Build** or **Teach** tabs, click **Manage Course** from the menu on the left of the interface, click on Tools, then scroll to the bottom of the **Tools** page and select the **My Grades** tool from the **Student Tools** list (see illustration below). Don't forget to click **Save**.

