Exporting BB grades to an MS Excel File on your Windows computer

Updated 12/7/2011

1. In the BB course open the “Full Grade Center”



1. Hover the mouse over the “Work Offline” button and select “Download”



1. Use the default options and click “Submit”



1. It is now saved as file in BB, you need to copy to your computer. Click the “Download” button.



1. Us the down arrow to select “Save As”



1. Select a location on your computer



1. Open the file and you get the following message box. Click “Yes”. (In Windows you can probably just double-click the file name in the file explorer as it is associated with Excel) 
2. Within Excel, save as an “Excel Workbook”

