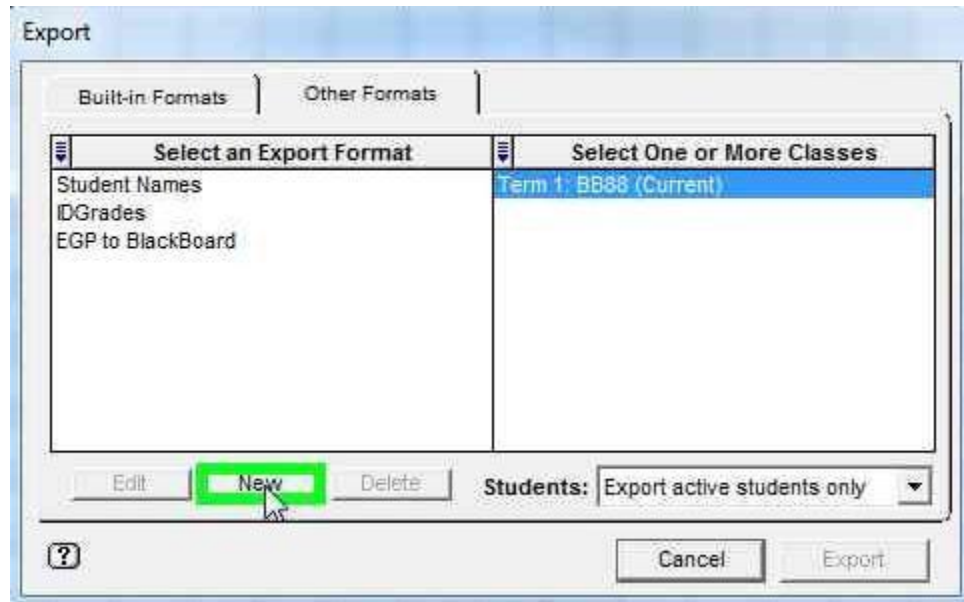
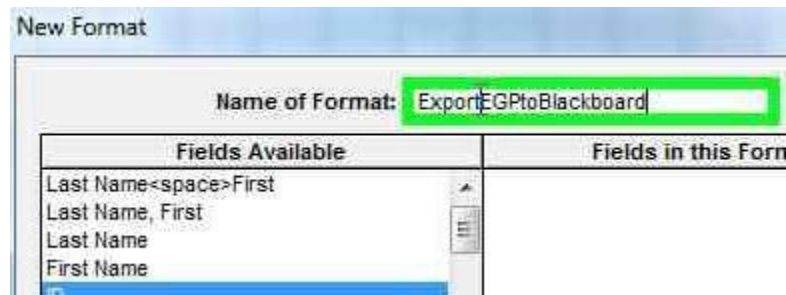




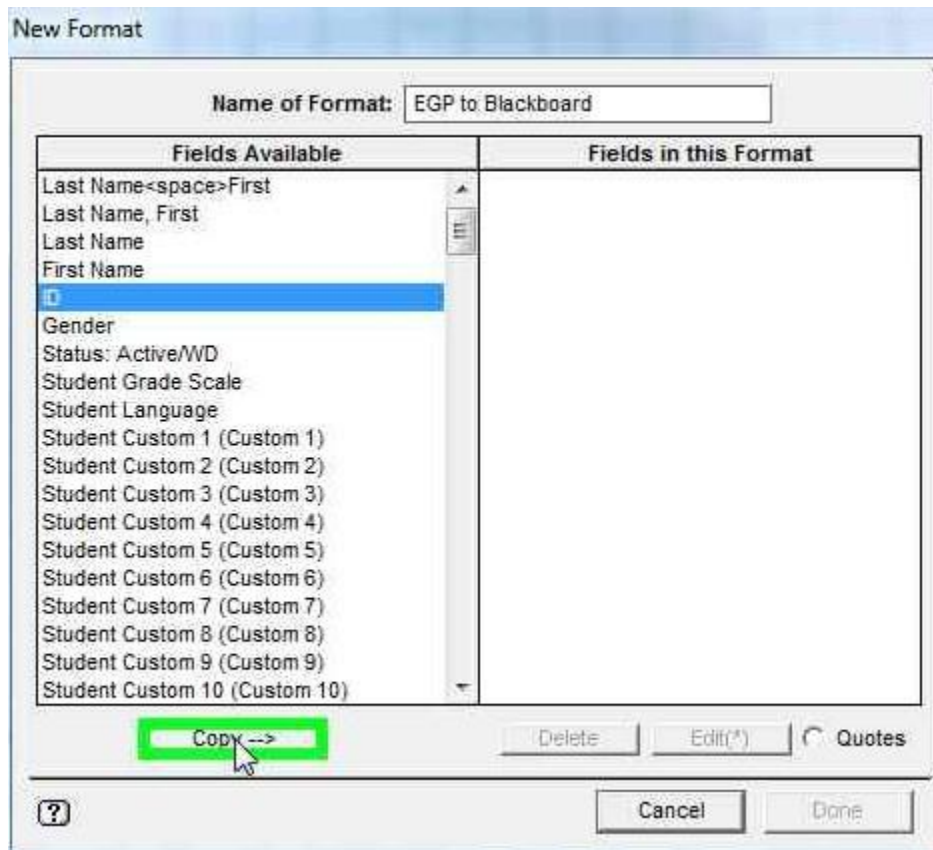
- In the “Export” box select the “Other Formats” tab and then select “New.”



- Name the new format (probably something like "EGP to Blackboard").

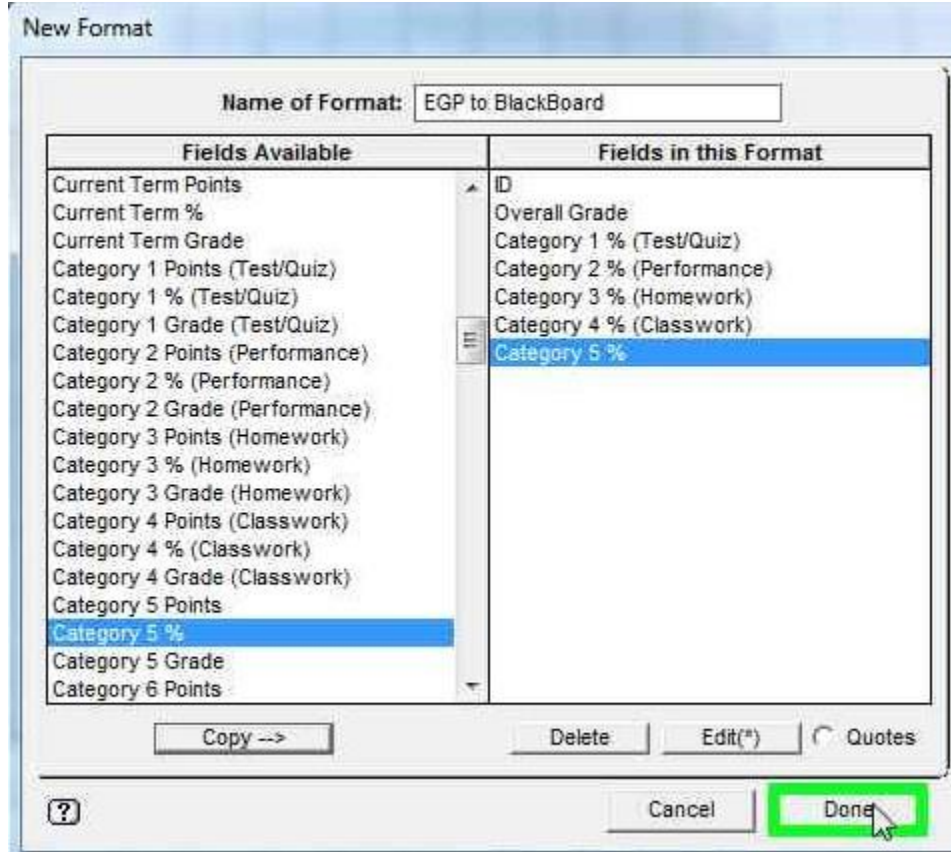


- Now you have to choose the fields you would like to export. Start by selecting the “ID” field from the left hand column. It should be the first field you choose. Once it is highlight, click “Copy-->”.

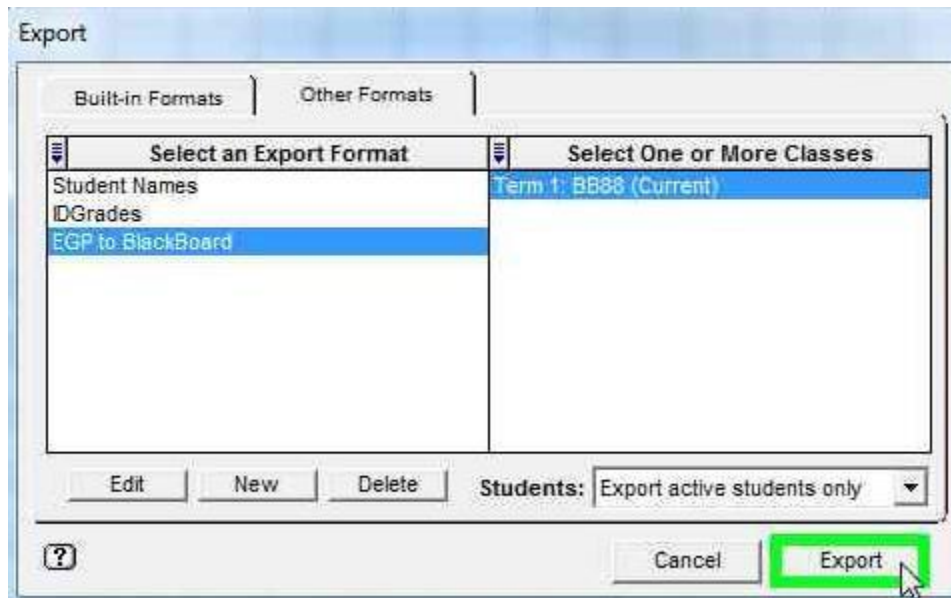


- Now choose the other fields you would like to export by repeating the last step. (The field “Category” followed by a number corresponds to the same category in your Gradebook view.)

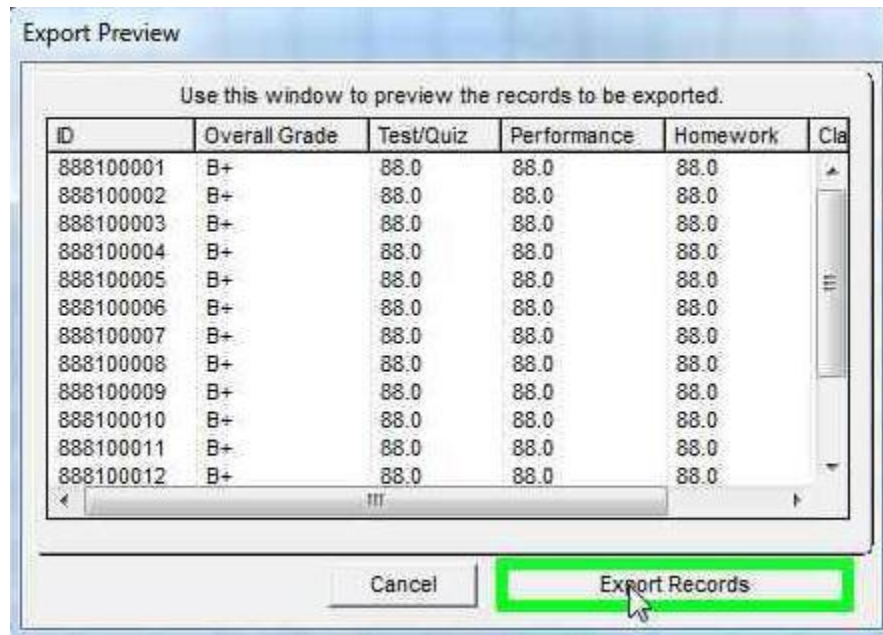
- Once you have chosen all the fields you wish to export, click “Done.”



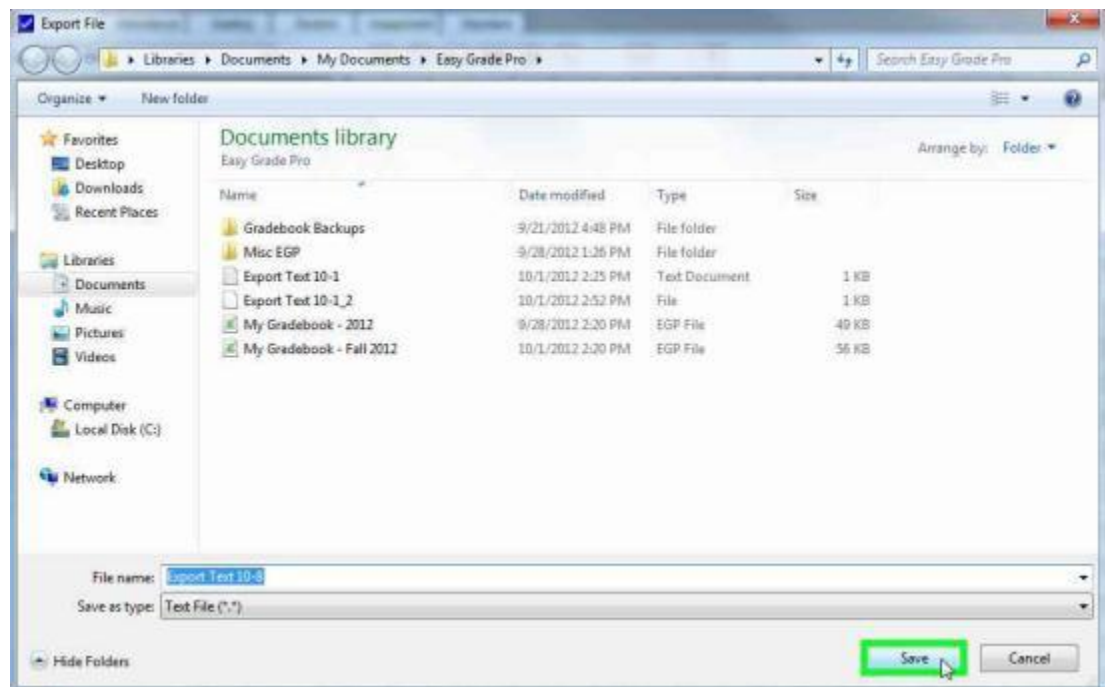
- Make sure the appropriate Export Format is chosen (the one you just created) and click“Export.”



- An export preview will appear. You should see all of the fields you chose to export displayed in columns with rows of corresponding grades. Once you are satisfied, click “Export Records.”



- Click “Save” to save the text file. (Make sure to make note of the name of the file and where it is being saved.)



3. Copy and paste your grades from the text file you just created into the Excel template you downloaded in step #1, making sure you follow the instructions in the template. Be sure to save the file as a tab-delimited text file.
4. Upload the file to Blackboard.