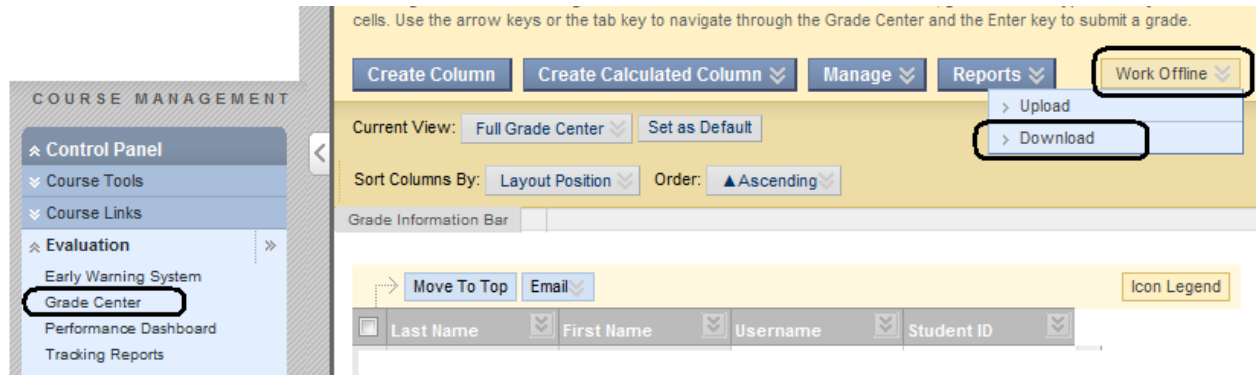


Uploading and downloading Grades From Grade Center

To download grades(or your class list):

1. Click Evaluation, click Grade Center, click Work Offline, click > Download



2. Choose your desired options in Number 1. Data
3. Leave the settings at Tab
4. Click Submit
5. Click Download
6. Click Yes if prompted to open in Excel
7. Click Yes if Excel asks, "Do you want to open the file type?"
8. If you want to save this file and use it to upload grades back to Blackboard keep the file type at .TXT

To upload grades:

Blackboard requires you use Internet Explorer V 7 or Firefox V 3.0. Grades will not upload with other browsers.

Make sure the file to be uploaded contains the correct user name for your students. The Username is the only field that is required for identification. Row 1 must contain **Username** and the desired name for your column heading in Grade Center (i.e. Quiz 3 or paper 1). Row 2 must start with the data: username and grade. Do not have other headings in these rows.

The file type must be .TXT or .CSV

1. Blackboard NG will let you upload multiple columns of scores at one time.
2. In Blackboard, go to Work Offline and choose upload grades.
3. Browse to the .TXT or CSV file that contains your data, hit SUBMIT
4. Blackboard will show you the columns that are available for upload. Uncheck any you do not wish to upload.

5. Click Submit.

6. After the grades are uploaded you MUST Edit the columns to set

Work #2	Quiz #1	
	9.00	> Quick Column Information
	8.00	> Edit Column Information
	...	> Column Statistics

- a. Primary Display
- b. Category
- c. Points Possible [if left at zero the column will not automatically add into Total]

Primary Display	Score	<small>Grades must be entered using the score</small>
Secondary Display	None	<small>This display option is shown in the Grade</small>
Category	Quiz	
* Points Possible	10	