

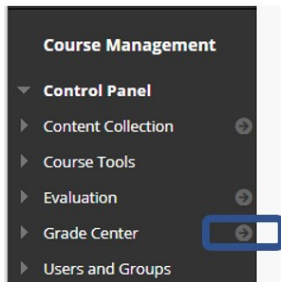
How to download and upload Grades to Excel

Download your Grade Center to Excel

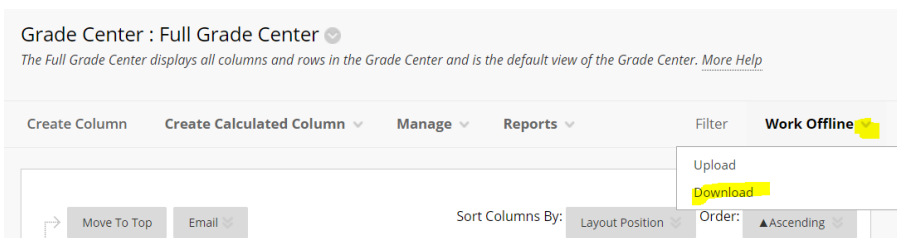
Faculty may download their class lists, a set of grades, or the full grade center to MS Excel.

From the Course scroll down to Grade Center located under Course Management

Click the arrow to the right of Grade Center to display the full Grade Center



Click the drop-down arrow to the right of **Work Offline** and select **Download**.



Select **Full Grade Center** or if you only want to print or view a class list select **User Information Only**

Select Data to Download Full Grade Center

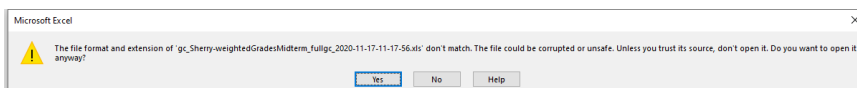
Selected Column Include Comments for this Column

User Information Only

Generally, leave the rest of the options at their default settings and click **Submit**

Click Download

Locate the downloaded file in your computers Downloads. Depending on your choice of browsers you have the file available to you in the lower left corner of your screen or near the upper right.



Blackboard is sending a Unicode Text (.txt) file. Excel will open as Excel 97 file. That is why you get what appears to be an error message (but it isn't) Click **Yes** to open the file.

You may now work with Excel file in what ever way is needed. Many faculty will highlight and copy the Students names to word.

If you intent to add in Grade scores and upload the file back into Blackboard, do not change the file type. Save it, as is, after adding your data.

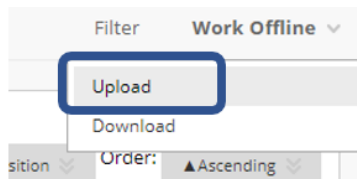
Upload Grades entered in Excel into Blackboard.

Download a current copy of the Grade Center if the file type may have been changed

Add the new Columns or Grades that are needed.

Make sure the file is saved in its original Unicode Test file format.

In Blackboard click Work Offline and select Upload



Select the file

Attach File

Attached File
 File Name **gc_Sherry-weightedGradesMidterm_fullgc_2020-11-17-11-17-56.xls**
 Name of link to file

Delimiter Type Auto Comma Tab

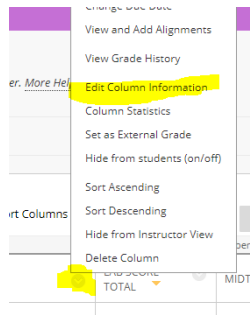
Click Submit

You will see a list of any new columns with course. Keep the blue checkmark to upload those sets of data or uncheck if you are not ready to have data inserted into Blackboard

UPLOAD	UPLOADING COLUMN	MATCH	GRADE CENTER COLUMN	DATA PREVIEW	MESSAGES
	Weighted Total	✔	Weighted Total	-	Automatically calculated data will not be uploaded.
	Total	✔	Total	-	Automatically calculated data will not be uploaded.
	Hw1	✔	Hw1	-	No Data Updates
	Hw2	✔	Hw2	-	No Data Updates
	Hw3	✔	Hw3	-	No Data Updates
	Q1	✔	Q1	-	No Data Updates
<input checked="" type="checkbox"/>	Q2	✔	Q2	16,14,19,19,16,20	
<input checked="" type="checkbox"/>	Q3	✔	Q3	15,14,19,20,13,20	
<input checked="" type="checkbox"/>	Lab Score - total	✔	Lab Score - total	88,87,92,94,79,100	
<input checked="" type="checkbox"/>	Midterm	✔	Midterm	85,79,-,-,88,-	
<input checked="" type="checkbox"/>	Final Exam	✔	Final Exam	88,82,83,100,91,100	

Click **Submit** to proceed. Click **Cancel** to go back.

If the column did not exist in Blackboard prior to the upload you will want to check to see what type of data Blackboard assigned the new column.



Some new columns are added to Blackboard as Text.

Primary Display Grades must be entered using the selected format. Grades display

Secondary Display This display option is shown in the Grade Center only.

Category

* Points Possible