



Go Online
Manage

Grade Center

Export \ Import Grade Centre

1.0 How to Export the Blackboard Grade Centre

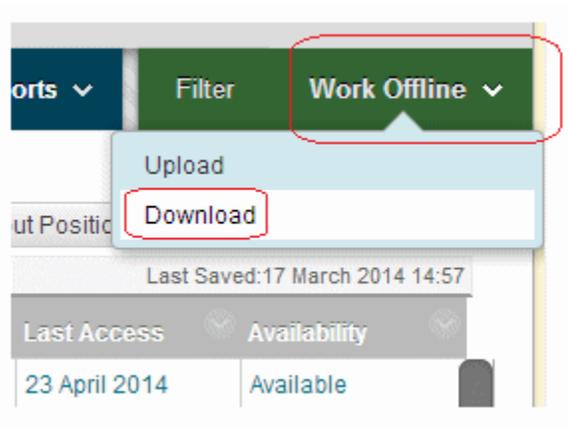
If you wish to download your course's Grade Centre, or a part of it, follow these instructions.

Access the Grade Centre



1. From your course Control Panel, access the **Grade Centre**.

Download



2. **Hover** your mouse over **Work Offline** and choose **Download**.

Parts to download

DATA

Select Data to Download

Full Grade Centre

Selected Column

General Knowledge Quiz ▼

Include Comments for this Column

User Information Only

3. Choose which parts of the Grade Centre you wish to download.

Options

OPTIONS

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma-delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma Tab

Include Hidden Information Yes No

Hidden information includes columns and users that have been hidden from view.

4. For delimiter type choose **Tab**.
5. If you do not wish to include hidden information choose No, otherwise leave it set to Yes.
6. Click on **Submit**.

Download

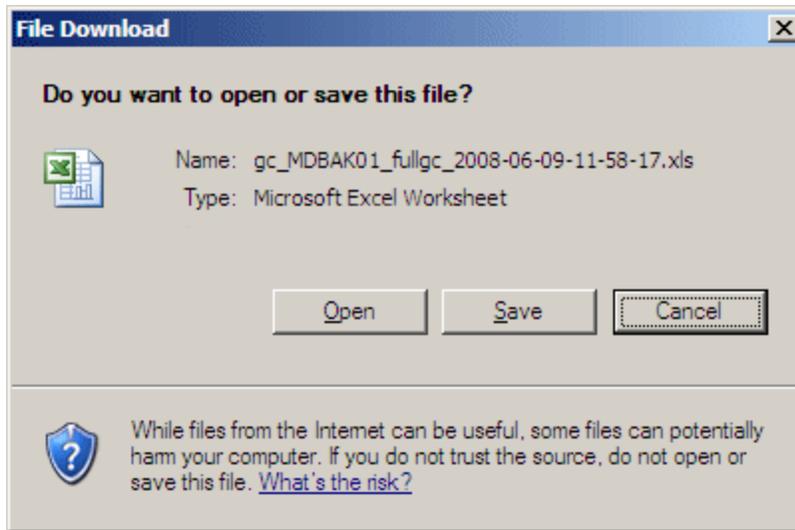
Download Grades

The data has been saved to a file. To download the file and work offline, click Download to Open the file.

DOWNLOAD

7. Click on **Download**.

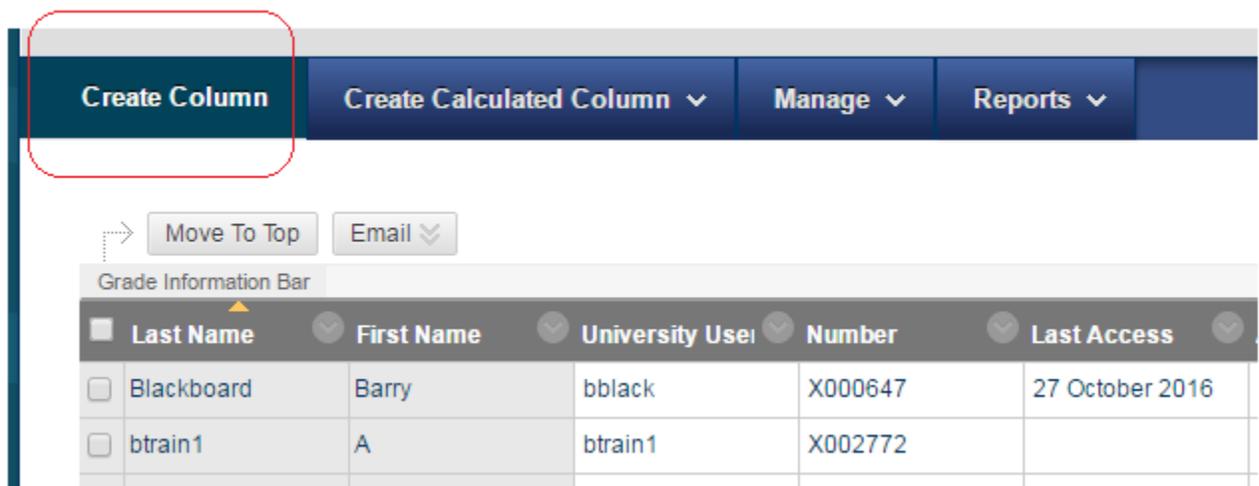
Open or Save



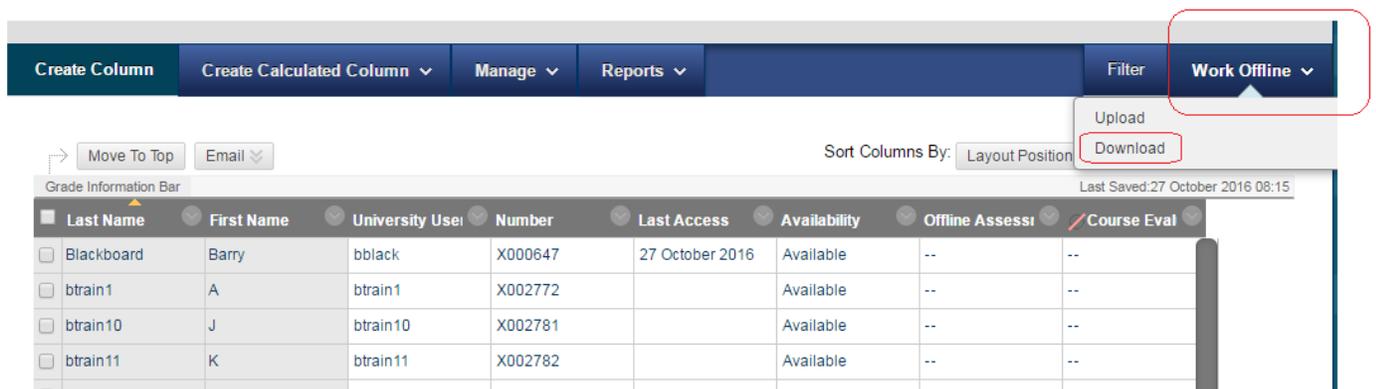
8. Click on **Open** to open the file, or on **Save** to save the file to your computer.

2.0 How to Import into the Grade Centre using Microsoft Excel

1. From your course Control Panel, access the **Grade Centre**.
2. **Create a column in the Grade Centre** for the topic/assessment to which the marks are related.



3. In this example we have called it "Offline Assessment".
4. **Hover** over the **Work Offline** button and choose **Download**.



5. Leave the options at the default settings and click on **Submit**.

Cancel

Submit

DATA

Items with Anonymous Marking enabled will not be included in the download.

Select Data to Download

Full Grade Centre

Selected Column

Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma-delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Note: if you have difficulty opening the excel file, you can change the delimiter type to Comma to receive a CSV file instead.

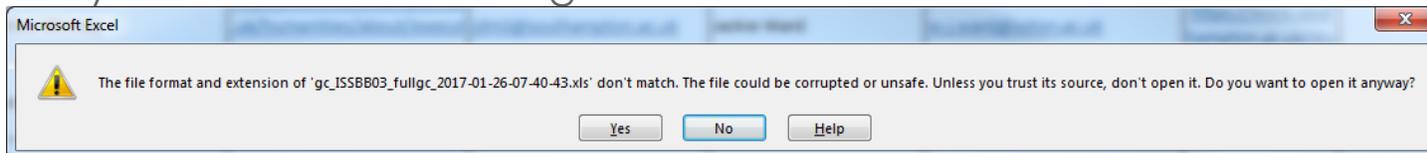
6. Click on **Download** and open the file in **Excel**.

Download Grades

The data has been saved to a file. To download the file and work offline, click Download to Open the file.

DOWNLOAD

7. If you receive this message click on **Yes**.



Note: if you have difficulty opening the excel file, you can change the delimiter type to Comma in step 5 above to receive a CSV file instead.

8. In Excel **enter/paste the marks**. Ensure they are entered as **numerical values**, not formulas.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Offline Assessment [Total Pts: 100] 249803	Courses
2	Blackboard	Barry	bblack	X000647	27/10/2016 07:55	Yes		
3	btrain1	A	btrain1	X002772		Yes		
4	btrain10	J	btrain10	X002781		Yes		
5	btrain11	K	btrain11	X002782		Yes		
6	btrain12	L	btrain12	X002783		Yes		
7	btrain13	M	btrain13	X002784		Yes		
8	btrain14	N	btrain14	X002785		Yes		
9	btrain15	O	btrain15	X002786		Yes		
10	btrain16	P	btrain16	X002787		Yes		
11	btrain17	Q	btrain17	X002788		Yes		
12	btrain18	R	btrain18	X002789		Yes		
13	btrain19	S	btrain19	X002790		Yes		
14	btrain2	B	btrain2	X002773		Yes		
15	btrain20	T	btrain20	X002791		Yes		
16	btrain21	A	btrain21	X006075		Yes		
17	btrain22	B	btrain22	X006076		Yes		
18	btrain23	C	btrain23	X006077		Yes		
19	btrain24	D	btrain24	X006078		Yes		
20	btrain25	E	btrain25	X006079		Yes		
21	btrain26	F	btrain26	X006091		Yes		
22	btrain27	G	btrain27	X006092		Yes		
23	btrain28	H	btrain28	X006093		Yes		
24	btrain29	I	btrain29	X006094		Yes		
25	btrain3	C	btrain3	X002774		Yes		
26	btrain30	J	btrain30	X006095		Yes		
27	btrain31	K	btrain31	X006096		Yes		
28								

9. Save your Excel file as a **CSV** file.

File name:

Save as type:

10. **Close** Excel.

11. In the Grade Centre **hover** over the **Work Offline** button and choose **Upload**.

Reports ▾ Filter Work Offline ▾

Sort Columns By: Layout Position

Last Saved: 27 October 2016 08:15

Last Access	Availability	Offline Assess	Course Eval	General Knowl
27 October 2016	Available	--	--	80.00
	Available	--	--	--
	Available	--	--	--
	Available	--	--	--

12. **Browse** for your saved **CSV** file, select **comma** as **delimiter** type and click **Submit**.

* Attach File

Selected File

File Name **gradcentre_upload.csv**

Name of link to file

Delimiter Type Auto Comma Tab

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

13. You will be given a preview of the data that will be uploaded, click **Submit** to confirm.

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Cancel

Submit

Upload	Uploading Column	Match	Grade Centre Column	Data Preview	Messages
<input checked="" type="checkbox"/>	Offline Assessment	<input checked="" type="checkbox"/>	Offline Assessment	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26	
	Course Evaluation and Feedback Survey	<input checked="" type="checkbox"/>	Course Evaluation and Feedback Survey	-	No Data Updates
	General Knowledge Quiz	<input checked="" type="checkbox"/>	General Knowledge Quiz	-	No Data Updates
	Total	<input checked="" type="checkbox"/>	Total	-	Automatically calculated data will not be uploaded.

14. The marks will appear in the column in the Grade Centre.

Create Column Create Calculated Column Manage Reports Filter Work Offline								
Move To Top Email		Sort Columns By: Layout Position		Order: ▲ Ascending		Grade Information Bar Last Saved: 26 January 2017 07:52		
<input type="checkbox"/>	Last Name	First Name	University User	Number	Last Access	Availability	Offline Assess	Course Eval
<input type="checkbox"/>	Blackboard	Barry	bblack	X000647	27 October 2016	Available	1.00	--
<input type="checkbox"/>	btrain1	A	btrain1	X002772		Available	2.00	--
<input type="checkbox"/>	btrain10	J	btrain10	X002781		Available	3.00	--
<input type="checkbox"/>	btrain11	K	btrain11	X002782		Available	4.00	--
<input type="checkbox"/>	btrain12	L	btrain12	X002783		Available	5.00	--
<input type="checkbox"/>	btrain13	M	btrain13	X002784		Available	6.00	--

The End