Downloading Grade Center

1. The Grade Center can be downloaded into Excel and saved on a storage device (e.g. computer, flash drive, etc.). *Important: Remember that grades are FERPA protected, and must be stored securely. It is recommended that the Excel spreadsheet from the download be password protected.* Grades can be entered in the spreadsheet and then uploaded back onto Blackboard. Be sure to create all grading columns in Grade Center, do not create them in Excel as they will not upload correctly. Admissions and Records requires faculty to submit final grades in their courses. The download of Grade Center can be sent to Admissions and Records at the end of the semester.

2. Access the Grade Center. Click the "Work Offline" icon, then select "Download."

3. Under the "Data" section on the Download Grades page, select "Full Grade Center." Under the "Options" section, select the Delimiter Type of "Tab," and "Yes" to Include Hidden Information. Click "Submit" to download the file.

4. Click "Download" from the confirmation page.

Download Grades

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

DOWNLOAD
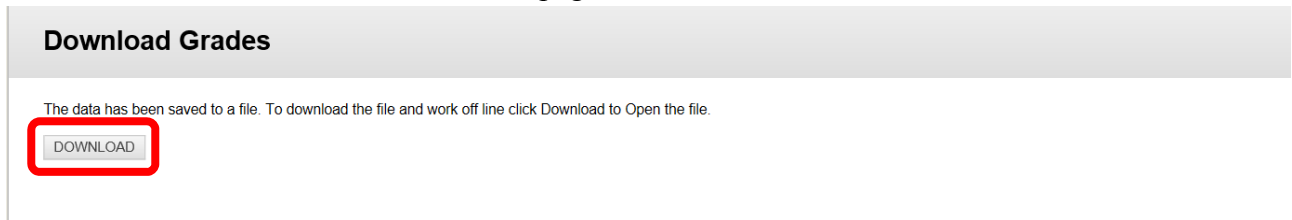
5. A dialog box will prompt "Do you want to open or save <File Name> from rsccd.blackboard.com?" Click "Open" and go to step 8. The message in step 7 may appear, click "Yes" to continue. The file can also be saved. To save the file, click the down arrow (v) or chevron next to "Save," and select "Save As" and continue with step 6.

Download Grades

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

DOWNLOAD

←OK

Save
Save as
Save and open

Do you want to open or save **gc_TammyCottrell_fullgc_2014-01-06-14-03-23.xls** from **rsccd.blackboard.com**?   Open   Save   ▼
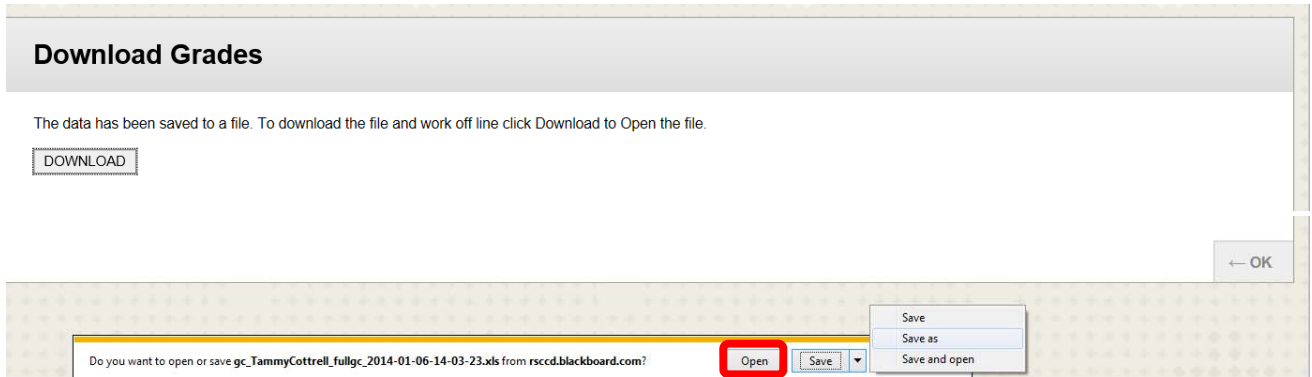
6. Select the location on the computer or device to save the file to. Click "Save" to complete the process. Click "Cancel" to return to Grade Center without saving the file.
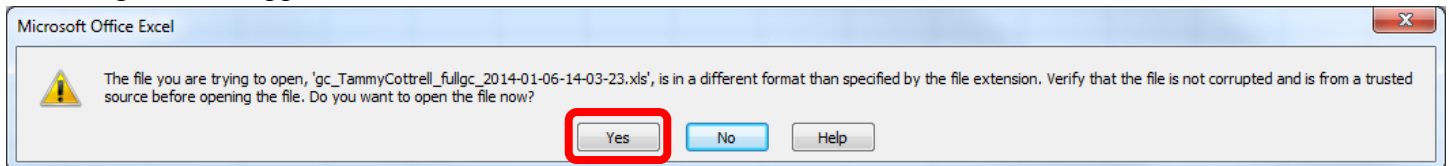
Save As

Desktop ▸   ▼ ↻ Search Desktop 🔍

Organize ▼   New folder   ≡▾ ❓

tc12345
Desktop
Help Desk

Cottrell, Tammy
System Folder

File name: gc_TammyCottrell_fullgc_2014-01-06-14-03-23.xls   ▼
Save as type: Microsoft Office Excel 97-2003 Worksheet (*.xls)   ▼

▲ Hide Folders   Save   Cancel
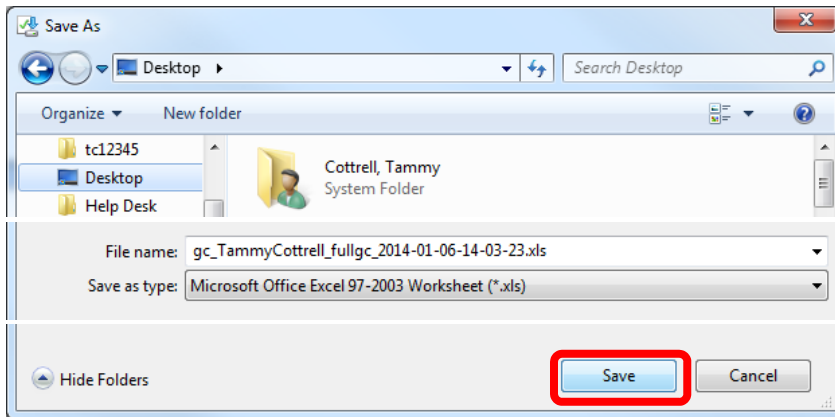
7. To open the file, launch Excel. Select "Open" from the file menu and then the Grade Center file. A dialog box will appear to inform that the file is in a different format. Click "Yes" to continue.

Microsoft Office Excel

⚠ The file you are trying to open, 'gc_TammyCottrell_fullgc_2014-01-06-14-03-23.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
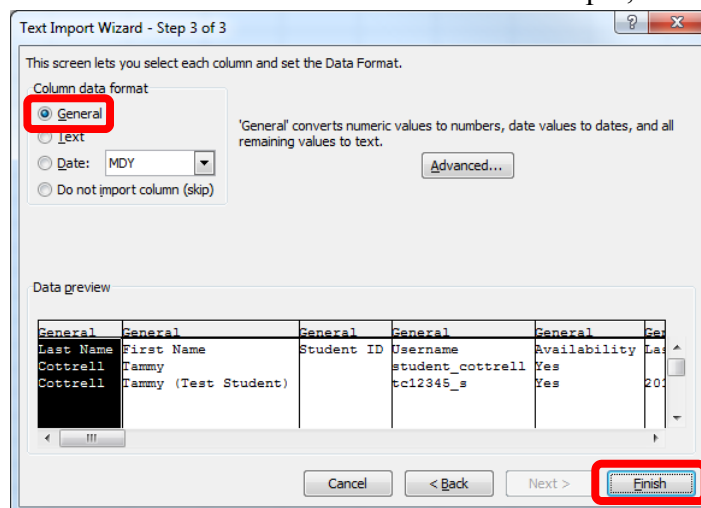
Yes   No   Help

8. A "Text Import Wizard" will open. On the first screen, ensure that "Delimited" is selected, then click "Next" to continue.
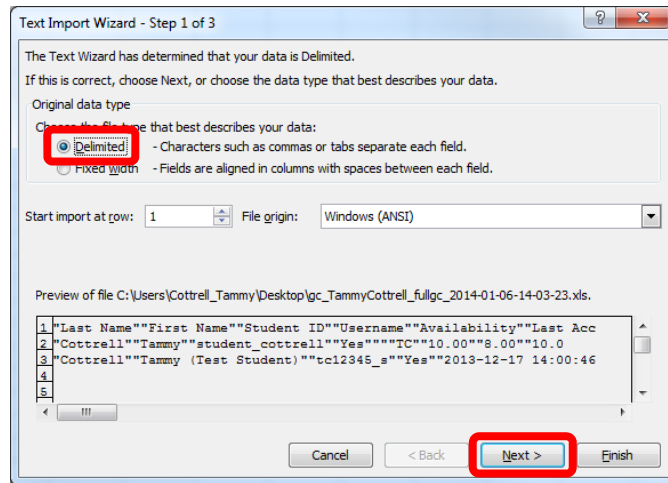

9. Select "Tab" as the Delimiter on step 2 of the wizard, then click "Next" to continue.
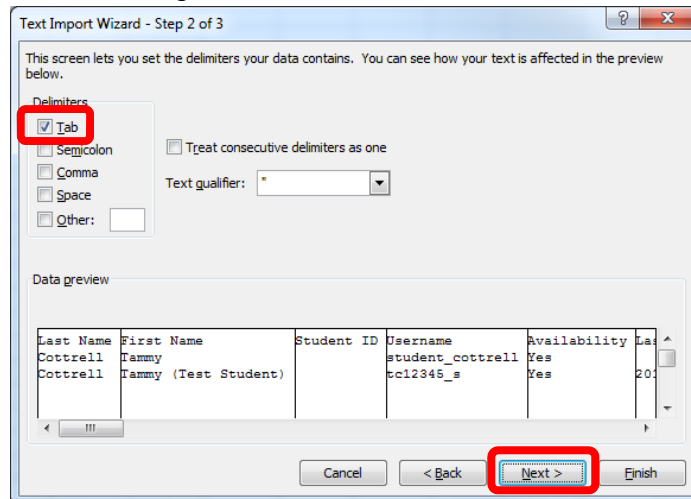
10. Ensure that "General" is selected as the Column Data Format on step 3, then click "Finish" to continue.

11. The spreadsheet will open. The column widths may need to be adjusted. ***Important: Do not change any of the fields in the Header Row (line 1).*** This is the column identifier and it must remain as it is in order to upload correctly back into Blackboard.
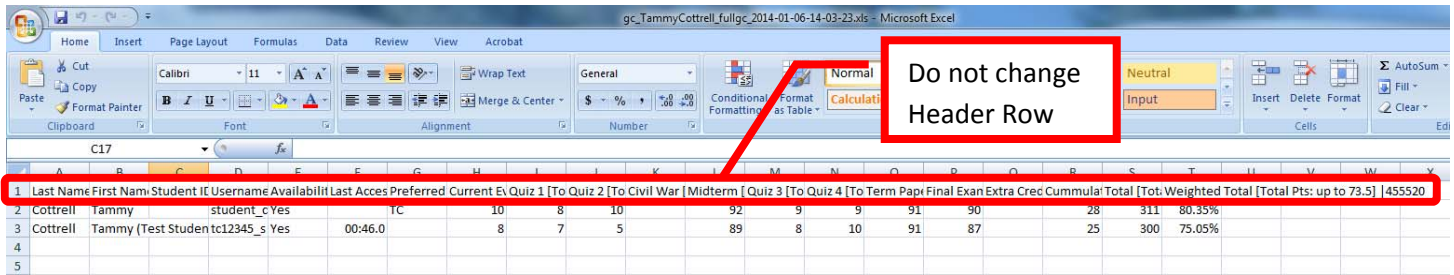
12. Grades can be changed and / or entered into the spread sheet and uploaded back into Blackboard. Ensure that the grades are entered for the correct student. The file must be saved in the same format (file extension) as it was downloaded. A dialog box may appear regarding the compatibility of the file. Click "Yes." Select the location to save the file, then click "Save" to continue.
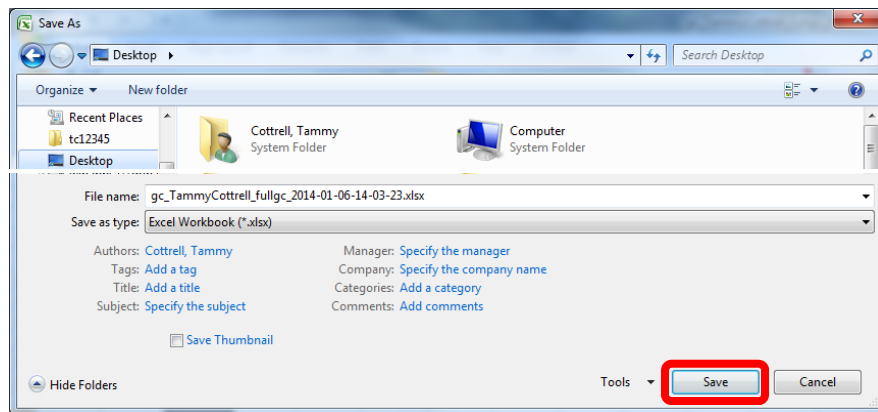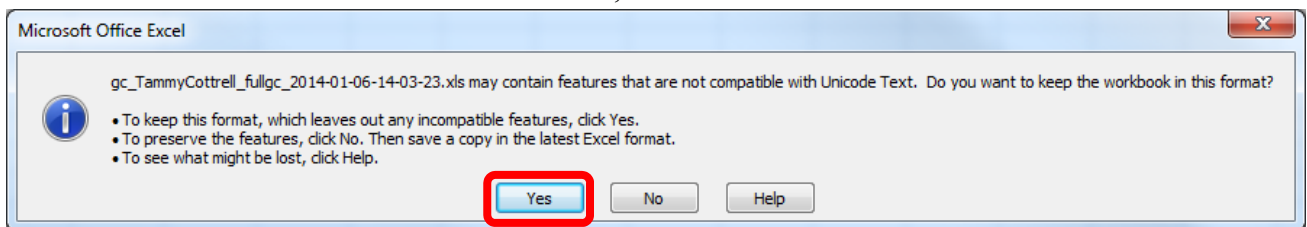
13. To upload the Excel file to Grade Center, access Grade Center, then click "Work Offline." Select "Upload."
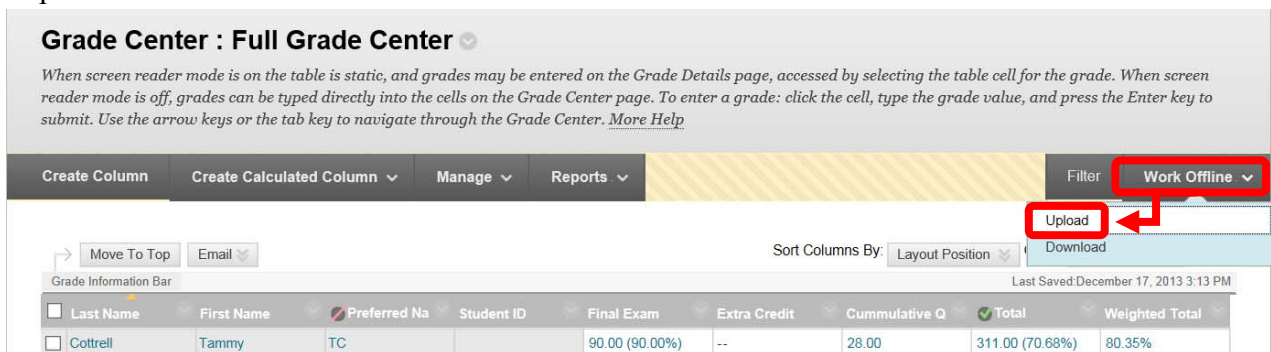
14. On the "Upload Grades" page. Choose the file to upload by clicking "Browse My Computer" next to Attach File. Select the file, and click "Open" to continue.

15. The file name will now appear under the "Selected File" File Name section. Select "Tab" as the Delimiter Type, and click "Submit" to continue. Click "Cancel" to return to the menu with no changes.

16. A confirmation page will appear that shows the columns and if any changes or updates where made. Click "Submit" to continue. Click "Cancel" to return to the menu without importing the file.

Upload Grades Confirmation
Review the list below and select what to upload, then click Submit.

Cancel Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Preferred Name	✓	Preferred Name	-	No Data Updates
	Current Events 12/15/13	✓	Current Events 12/15/13	-	No Data Updates
	Quiz 1	✓	Quiz 1	-	No Data Updates
	Quiz 2	✓	Quiz 2	-	No Data Updates
☑	Civil War	✓	Civil War	75,50	
	Midterm	✓	Midterm	-	
	Quiz 3	✓	Quiz 3	-	
	Quiz 4	✓	Quiz 4	-	
	Term Paper	✓	Term Paper	-	No Data Updates
	Final Exam	✓	Final Exam	-	No Data Updates
	Extra Credit	✓	Extra Credit	-	No Data Updates
	Cummulative Quiz Score	✓	CumQuiz	-	Automatically calculated data will not be uploaded.
	Total	✓	Total	-	Automatically calculated data will not be uploaded.
	Weighted Total	✓	Weighted Total	-	Automatically calculated data will not be uploaded.

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

> Indicates no changes were made

> Shows changes to the file

> Calculated columns are never updated

17. A green confirmation banner will appear at the top of the Grade Center to confirm the upload. The revised grades will be reflected in the Grade Center.

Total Grades Uploaded:2

Grade Center : Full Grade Center
When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help

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:January 6, 2014 2:53 PM

☐ Last Name	First Name	Preferred Na	Student ID	Final Exam	Extra Credit	Cummulative Q	✓ Total	Weighted Total
☐ Cottrell	Tammy	TC		90.00 (90.00%)	--	28.00	386.00 (87.73%)	90.35%
☐ Cottrell	Tammy (Test Studer	--		87.00 (87.00%)	--	25.00	350.00 (79.55%)	81.72%

Selected Rows: 0

Move To Top | Email ˅   Icon Legend

Edit Rows Displayed