

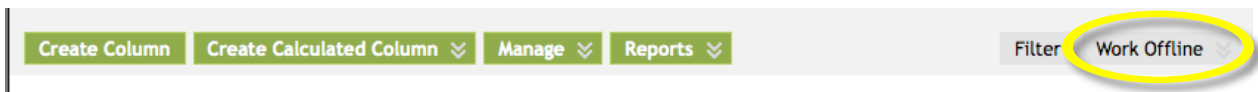
Academic Technologies: Blackboard 9.1

To Download and Upload Grade Center in Bb 9.1

In Blackboard 9.1, you are able to enter grades to the Grade Center while working Offline. To do this, you must download the Grade Center to an Excel Spreadsheet, enter your grades, save the spreadsheet locally, and then upload the file to Blackboard. This document will give you instructions on how to enter grades in bulk and/or to work with your Grade Center offline.

Download the Grade Center

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. In the “Control Panel,” click on **Grade Center**, then **Full Grade Center**.
4. Click the **Work Offline** button above the grade sheet to reveal a drop-down menu and select **Download**.



5. Complete the selections on the Download Grades page, choosing whether to download the full Grade Center, selected columns, or just the user information. You will also need to select the file options (see the Note below), and the location to which you want to download the file.

NOTE: It is recommended that you ONLY use .XLS files, as these are the only file types that can be opened directly in Microsoft Excel. Under “Delimiter Type” in section 2, “Options,” make sure “Tab” is selected.

A screenshot of the 'Download Grades' page in Blackboard 9.1. The page is divided into four sections: 1. DATA, 2. OPTIONS, 3. SAVE LOCATION, and 4. SUBMIT. In the DATA section, 'Full Grade Center' is selected. In the OPTIONS section, 'Tab' is selected as the delimiter type. In the SAVE LOCATION section, 'My Computer' is selected. The page includes a 'More Help' link and 'Cancel' and 'Submit' buttons at the bottom of each section.

Download Grades

Full or partial data can be downloaded from the Grade Center. Once downloaded, Grades, or comments accessed through the Quick Comment feature or the Manually Override page, can be changed and added offline and later uploaded to the Grade Center. Data can be downloaded as tab-delimited or comma-delimited files. Downloaded files can be saved on a local computer or in a Content Collection folder. [More Help](#)

Cancel Submit

1. DATA

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

2. OPTIONS

Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

3. SAVE LOCATION

Select where to save the file.

Download Location My Computer Content Collection

Browse

4. SUBMIT

Cancel Submit

6. Click **Submit**.
7. On the next page, click the **Download** button.
8. Select “Save As” to save the spreadsheet, or “Open With...” and choose Microsoft Office Excel to open and work with the spreadsheet immediately.
9. After entering the grades in the spreadsheet, make sure to save your work and notice the location of the file (the file type should automatically become Unicode text—file extension .txt; this is as it should be).

Upload the Excel File of Grades back into the Grade Center

1. When ready to upload the grade spreadsheet into the Bb Grade Center, log in to Bb and open the Grade Center.
2. Click on the **Work Offline** button above the grade sheet to reveal a drop-down menu and select **Upload** to reveal the “Upload Grades” page:

3. On the “Upload Grades” page, click on the **Browse** button and select the **file name** of the grade spreadsheet.
4. Click **Submit**.

- On the “Confirmation” page, select the columns of the spreadsheet that you want to be uploaded in the Grade Center by check-marking (or un-checking, as the case may be) the boxes under the “Upload” column. Boxes will only appear for columns within which you made changes. If you have added columns for calculations while in Excel that do not correspond with Grade Center calculations or columns, they will be marked under the “Match” column.

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
	Weighted Total	<input checked="" type="checkbox"/>	Weighted Total	-	Automatically calculated data will not be uploaded.
	Total	<input checked="" type="checkbox"/>	Total	-	Automatically calculated data will not be uploaded.
	Assignment 1	<input checked="" type="checkbox"/>	Assignment 1	-	No Data Updates
	Assignment 2	<input checked="" type="checkbox"/>	Assignment 2	-	No Data Updates
	Assignment 3	<input checked="" type="checkbox"/>	Assignment 3	-	No Data Updates
	Testing TAS Pool	<input checked="" type="checkbox"/>	Testing TAS Pool	-	No Data Updates
	test4	<input checked="" type="checkbox"/>	test4	-	No Data Updates
	Testing Blog	<input checked="" type="checkbox"/>	Testing Blog	-	No Data Updates
	Testing for Documentation	<input checked="" type="checkbox"/>	Testing for Documentation	-	No Data Updates
	Exam 2	<input checked="" type="checkbox"/>	Exam 2	-	No Data Updates

Cancel
Submit

- After you finish selecting columns to include, click **Submit**.
- You should now see your Grade Center with updated grades corresponding to your changes within the Excel spreadsheet.