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 the grades, save the spreadsheet locally, and then upload the file to Blackboard. This document provides instructions for entering grades in bulk and/or working with the 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 and to the right of 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.

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 to 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 of the relevant course.

2. Click on the **Work Offline** button above and to the right of 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 the **Browse** button and select the **file name** of the grade spreadsheet.

4. Click **Submit**.

5. 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 containing new or changed data. 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.

6. After you finish selecting columns to include, click **Submit**.

7. You should now see the Grade Center with updated grades corresponding to the changes within the Excel spreadsheet.