

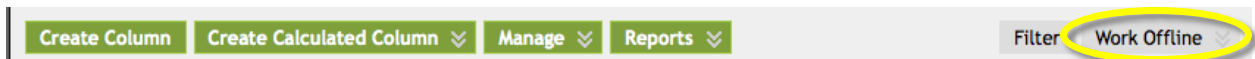
Academic Technologies: Blackboard 9.1

Download Grade Center and Import to Online Grading

This document will give you instructions on how to download the Grade Center from Blackboard 9.1 and import your final course grades into the Ohio University Online Grading System.

Download the Grade Center

1. Login to Blackboard 9.1 using Firefox 4 or later browser.
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. Section 1, “Data”: Choose whether to download the full Grade Center or only selected columns.
6. Section 2, “Options”: Select **Tab** for Delimiter Type and **Yes** for Include Hidden Information.
7. Section 3, “Save Location”: Select **My Computer**.



A screenshot of the 'Download Grades' form. It is divided into four sections: 1. DATA: 'Select Data to Download' with radio buttons for 'Full Grade Center' (selected), 'Selected Grading Period' (Module 1), 'Selected Column' (Weighted Total), and 'User Information Only'. There is an 'Include Comments for this Column' checkbox. 2. OPTIONS: 'Delimiter Type' with radio buttons for 'Comma' and 'Tab' (selected). 'Include Hidden Information' with radio buttons for 'Yes' (selected) and 'No'. 3. SAVE LOCATION: 'Download Location' with radio buttons for 'My Computer' (selected) and 'Content Collection'. 4. SUBMIT: 'Cancel' and 'Submit' buttons. A 'Cancel' and 'Submit' button are also visible at the top right of the form area.

8. Click **Submit**.
9. On the next page, click the **Download** button.
10. Select “Save As” to save the spreadsheet, or “Open With...” and choose Microsoft Office Excel to open and work with the spreadsheet immediately.
11. After downloading your grades from Blackboard into an excel file, three column names will need to be changed or added to successfully upload the grades to Online Grading.
 - a. The name for the column containing student PID numbers (currently named Student ID) will need to be changed to: PID.
 - b. The column that displays the students’ final grade will need to be labeled: Grade.
Final grades must be in letter grade format.

- c. You will need to create a column for students that stopped attending class labeled: FS Stop Date. For those students there should be an FS grade entered in the grade column and the date entered in the column should be in the format mm/dd/yyyy. This is the date the student last attended or last submitted work for the class.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Last Name	First Name	Username	PID	Last Access	Availability	Introduce You	Assignment 1	Assignment 2	Midterm 1753	Final Paper 17	Weighted Tot	Grade	FS Stop Date
Bobcat	Rufus 1	cc534892	P000001111	38:50.0	Yes								
Bobcat	Rufus 2	mg268902	P000002222	22:09.0	Yes	9	Needs Grading		20			A	
Bobcat	Rufus 3	rs659695	P000003333	55:41.0	Yes	8			20	80		B-	

Import to Online Grading

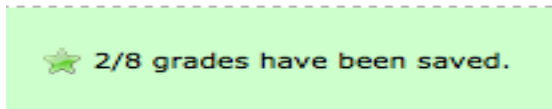
1. If not currently opened, open your downloaded Blackboard Grade Center Excel file. Click on the  icon to the top left of the Excel spreadsheet. Right click and select **copy**.
2. Login to the “Faculty & Advising Center” using a Firefox browser.
3. Select **Teaching** on the top left portion of the page. Click on **Class List/Grading**.
4. Select the **import/load grades icon**  next to the desired class.
5. When the “Import Grades” box appears right click in the text box and select **paste**.

Import Grades

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Please paste in your spreadsheet in the textbox below, including column headers. The spreadsheet should contain a "PID" column, "Grade" column, and an "FS Stop Date" column, with the headers labeled as such and should contain students for the selected class only. The dates must be in "MM/dd/yyyy" format. That is two digit day, two digit month, and four digit year. Extra columns are permitted.

6. Click on the **Ok** button.
7. Your grades are now uploaded to “Online Grading”. A green confirmation box will appear.



8. Select an option from the boxes at the bottom right of the page before exiting the class.



Click the **Save Grades** button to save grades if you will need to make changes later, but before the grade submission deadline.

Click the **Submit Grades** button after you have completed entering your grades to finalize the submission of grades for the class. Submitting grades will affect only students for whom you have entered a grade. If a student’s grade was blank when you submitted, you may go back and enter the final grade online up until the grade submission deadline.

After grades are submitted any changes must be processed using a Special Grade Report form. If you not finalize the submission of grades by clicking the Submit Grades button, what you have saved as of the grade deadline will be submitted automatically for you.