

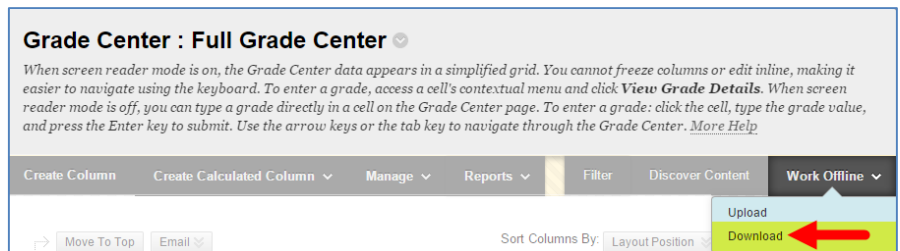
Blackboard Learn

Instructors can download a copy of their course's Grade Center for their records or for working with the Grade Center offline in Excel.

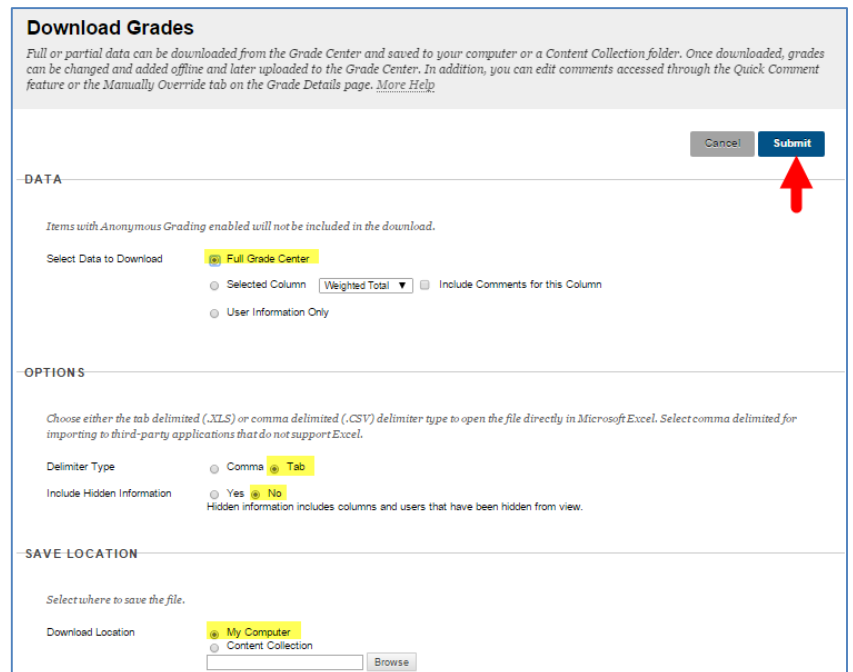
Downloading the Grade Center

1) Inside your course, scroll down the page to the **CONTROL PANEL**. Click on the **GRADE CENTER** menu and select **FULL GRADE CENTER**.

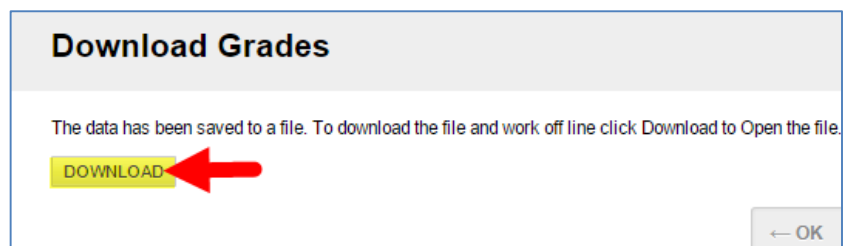
2) On the Grade Center page, roll your mouse over the **WORK OFFLINE** button and select **DOWNLOAD** from the drop-down menu.



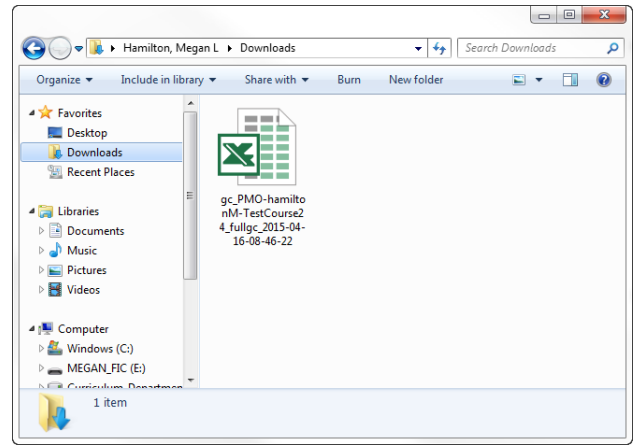
3) On the **DOWNLOAD GRADES** page, leave the default settings selected and click the **SUBMIT** button.



4) On the **DOWNLOAD GRADES** page, you will now see a message stating that the grade data has been saved to a file. Click the **DOWNLOAD** button.

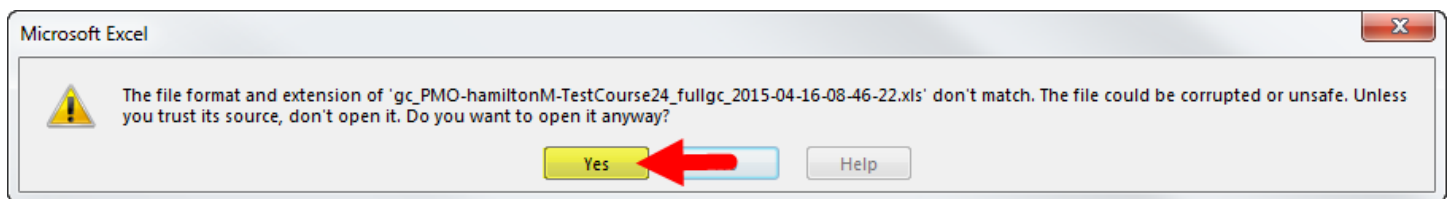


- 5) An Excel spreadsheet will download to your computer's default download location. Typically, on a Windows PC, files that you download are stored in the computer's Downloads folder.



Opening and Viewing the Excel File

When you attempt to open your Excel spreadsheet, you will be prompted by a pop-up that refers to the format of the file. Click YES to open the file.



When the file opens, you will see that the columns and rows of the spreadsheet correspond to the Grade Center's layout in your course. Please note that the information you see here will be simple numeric data. No comments or attempt data will be accessible through the spreadsheet.

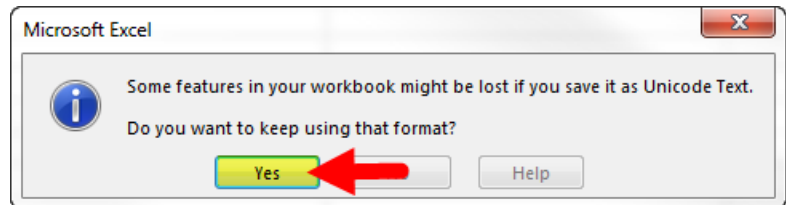
	A	B	C	D	E	F	G	H
1	Last Name	First Name	Username	Last Access	Availability	Total [Total Pts: up to 100] 1578391	Essay 1 - Final [Total Pts: 100] 1592566	Essay 1 - Draft [Total Pts: 0] 1592571
2	Asterisk	Annie	testhamilton1	4/15/2015 14:32	Yes	98.5	98.5	Needs Grading(0.00)
3	Bracket	Brett	testhamilton3		Yes	190	100	90

Editing Grades in the Excel File

If you want to work offline to add alphanumeric grade data to columns, simply type the new values into the cells. However, **DO NOT CHANGE OR EDIT COLUMN NAMES**; doing so will cause problems if you intend to upload this file back into your Blackboard course. If you need to adjust column names or the organization of columns, we strongly advise that this be done directly within Blackboard to prevent technical problems.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Username	Last Access	Availability	Total [Total Pts: up to 100] 1578391	Essay 1 - Final [Total Pts: 100] 1592566	Essay 1 - Draft [Total Pts: 0] 1592571
2	Asterisk	Annie	testhamilton1	4/15/2015 14:32	Yes	98.5	98.5	Needs Grading(0.00)
3	Bracket	Brett	testhamilton3		Yes	190	100	90
4	Colon	Collin	testhamilton2		Yes	190	90	100

When you are done adding or editing grade data in the Excel file, click the **SAVE** button or go to **FILE > SAVE**. You will be prompted by a pop-up, asking if you want to keep the Unicode Text format. Click **YES**.



Uploading the Excel File to Your Course's Grade Center

An edited Grade Center Excel file can only be uploaded to the course it originally came from. Follow these steps.

1. In your Full Grade Center, roll your mouse over the **WORK OFFLINE** button and select **UPLOAD**.
2. You will be taken to the **UPLOAD GRADES** page.

Next to the **ATTACH FILE** field, click the **BROWSE** button to find and select your Grade Center Excel file. Leave **DELIMITER TYPE** set to **AUTO**.

Once your file is attached, click the **SUBMIT** button.

3. On the **UPLOAD GRADES CONFIRMATION** page, carefully review the list of information that will be updated. If you do not see any errors or mistakes, click **SUBMIT** to proceed.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Total	✓	Total	-	Automatically calculated data will not be uploaded.
<input checked="" type="checkbox"/>	Essay 1 - Final	✓	Essay 1 - Final	-98,100,95,87	
<input checked="" type="checkbox"/>	Essay 1 - Draft	✓	Essay 1 - Draft	95,-89,75	

4. You will be taken back to the **FULL GRADE CENTER** and see a confirmation message indicating the upload process has updated your columns.

Total Grades Uploaded:7 ✕

Grade Center : Full Grade Center ▾

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell 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 Discover Content Work Offline ▾

Move To Top Email ▾ Sort Columns By: Layout Position ▾ Order: ▲ Ascending ▾

Grade Information Bar Last Saved: April 16, 2015 9:50 AM

<input type="checkbox"/>	Last Name	First Name	Username	Last Access	Availability	✓ Total
<input type="checkbox"/>	Asterisk	Annie	testhamilton1	April 15, 2015	Available	98.50