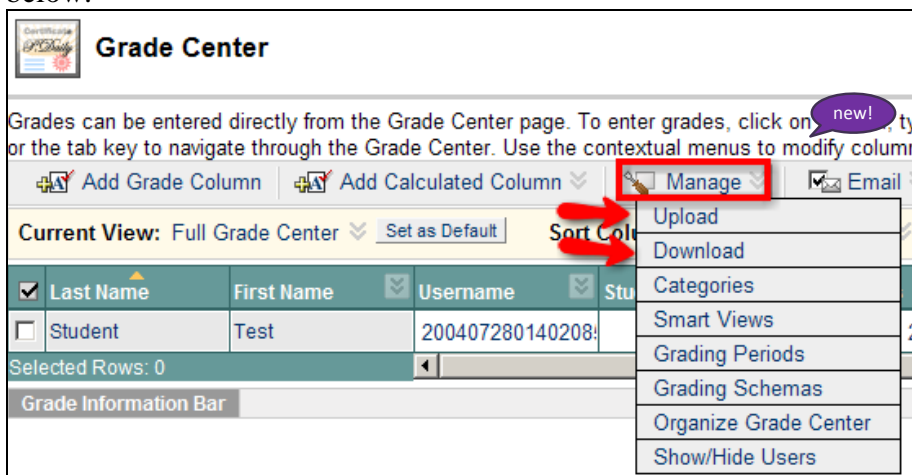


# Downloading and Uploading Data from the Grade Center

The Blackboard Grade Center tool allows you to store and display student grades in your Blackboard course site. If you choose to use the Grade Center, **we strongly recommend that you save a copy of the online grade book to your local computer** as you update information and at the end of the term. Downloaded information from the online grade book can be viewed and manipulated in a spreadsheet program such as Microsoft Excel.

## To download data from the Grade Center:

1. Navigate to the **Grade Center** from the **Control Panel**.
2. Select the **Download** link from the **Manage** menu in the Action bar, as shown in the picture below.



The screenshot shows the Blackboard Grade Center interface. At the top, there is a header with the Blackboard logo and the text "Grade Center". Below the header, there is a message: "Grades can be entered directly from the Grade Center page. To enter grades, click on [new!] or the tab key to navigate through the Grade Center. Use the contextual menus to modify column". The main action bar contains several buttons: "Add Grade Column", "Add Calculated Column", "Manage", and "Email". The "Manage" button is highlighted with a red box, and a red arrow points to it. A dropdown menu is open from the "Manage" button, showing options: "Upload", "Download", "Categories", "Smart Views", "Grading Periods", "Grading Schemas", "Organize Grade Center", and "Show/Hide Users". The "Download" option is highlighted in blue. Below the action bar, there is a table with columns: "Last Name", "First Name", "Username", and "Student". The table contains one row with the following data: "Student", "Test", "200407280140208:", and "2". Below the table, there is a "Grade Information Bar" section.

**NOTE:** Unlike Blackboard 6, the **Upload** and **Download** functions are not on the top level of the action bar but are located in the **Manage** menu of the **Grade Center**.

3. In the **Options** section of the **Download Grades** page that appears, select how you want the data items to be formatted. If you plan to view the data in Excel, we recommend that you download the grade book data in the **tab-delimited format (.XLS)** format as in the example below.

**Download Grades**

Download data from the entire Grade Center, a specific Grading Period or Column, or the user information by selecting the appropriate options. Select the check box to include comments when downloading a single column.

**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 out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

Delimiter type  Comma  Tab

Include Hidden Information  Yes  No

Hidden information includes columns and users that have been hidden from the view.

**3 Submit**

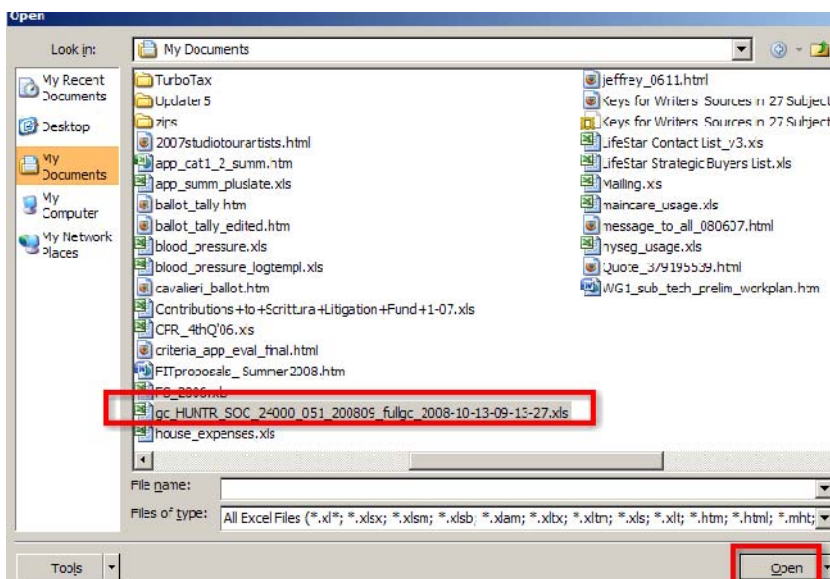
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

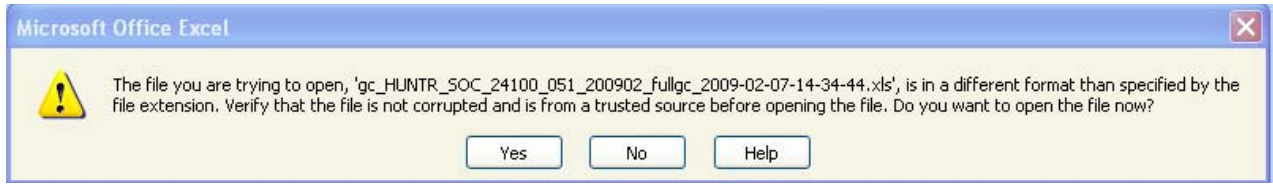
4. Click Submit.
5. On the next page click on the **download** button that appears and **save** the file to your computer.  
**NOTE: DO NOT** open the file you download. You must start the MS Excel program first and import the file according to the instructions below.

### To view the Grade Center data in Excel:

1. Start the MS Excel program first. **DO NOT** double click on the file to open it or some of the data will get distorted and you will be unable to upload the grade book data to Blackboard. If you accidentally double click on the downloaded file, close the file without saving and start again.
2. Use the **Open** (or **Ctrl + O**) command in MS Excel to locate and open the Bb file you downloaded from the **Grade Center**.

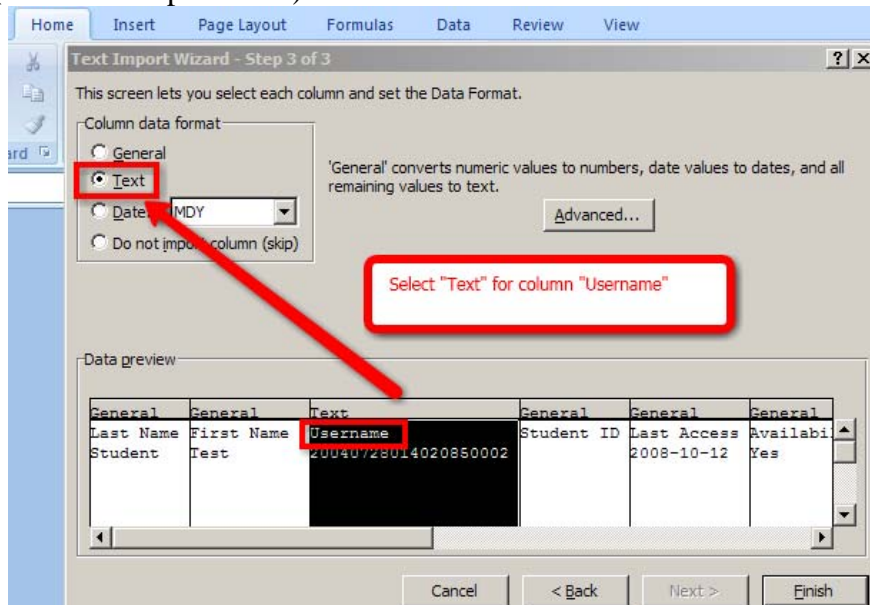


**NOTE:** In MS Excel 2007, a warning message appears when you try to open the file (see screen shot below). This warning can be ignored by clicking **Yes**. This will automatically open the **Text Import Wizard** dialog box.



3. Click the **Next** button to accept choices in step 1 and step 2 of the **Text Import Wizard**.

4. In step 3, click on the **Username** column and change the **Column data format** from **General** to **Text** (see the example below).



**NOTE:** Setting the **Username** column to “**text**” maintains compatibility with Bb, allowing you to later upload an updated version of the file into the **Grade Center**. If you do not select this format, Excel will not read the 20-digit entry in the **Username** column correctly.

5. Click the **Finish** button to complete the process and view the grade book data in Excel.

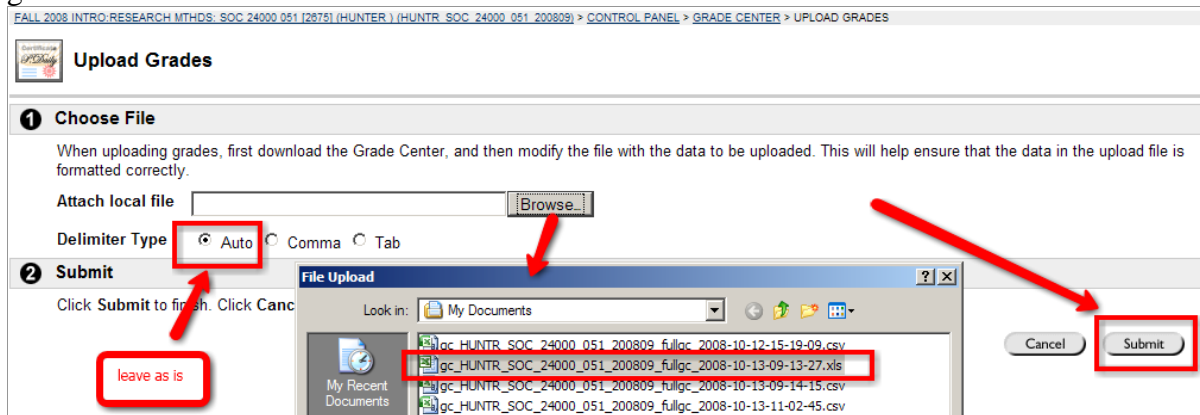
**NOTE:** We **DO NOT** recommend overwriting grade columns generated by Blackboard, such as **Bb Tests**, **Assignment**, or **SafeAssignment**. Changing grades in columns generated by Blackboard may result in a discrepancy in the grades seen by students for that assignment. For more information about this problem, see our document “[Entering Grades for Blackboard Assignments](#).”

6. **Save** the Excel worksheet. You will see the dialog box shown in the screen shot below. If you want to upload the grade book to Blackboard, click the **Yes** button. This will save the file in a format that Blackboard will recognize. **NOTE:** Saving the file this way means that you will lose

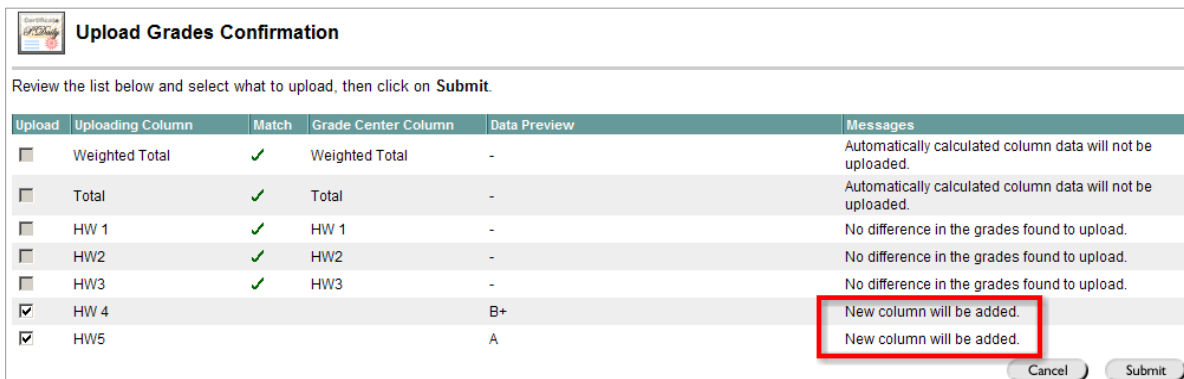
Excel functionality, such as formulas you have entered, the next time you open the file. If you do not plan to upload the grade book to Blackboard, select **No** to retain Excel functionality.

### To upload grades to the Grade Center:

Before you can upload data into the Blackboard **Grade Center** you must download the grade center student data, as instructed above. If you followed the instructions above on how to open the file in MS Excel and how to save the workbook, you are now ready to import the updated grade information into the **Grade Center**.



- 1) Navigate to the **Grade Center** from the **Control Panel**. Click **Upload** on the **Manage Menu**. Click the **Browse** button to locate the file.
- 2) Select the updated workbook file -- the one you downloaded from the **Grade Center** and updated in Excel with the new grade items (columns). Click **Submit**.

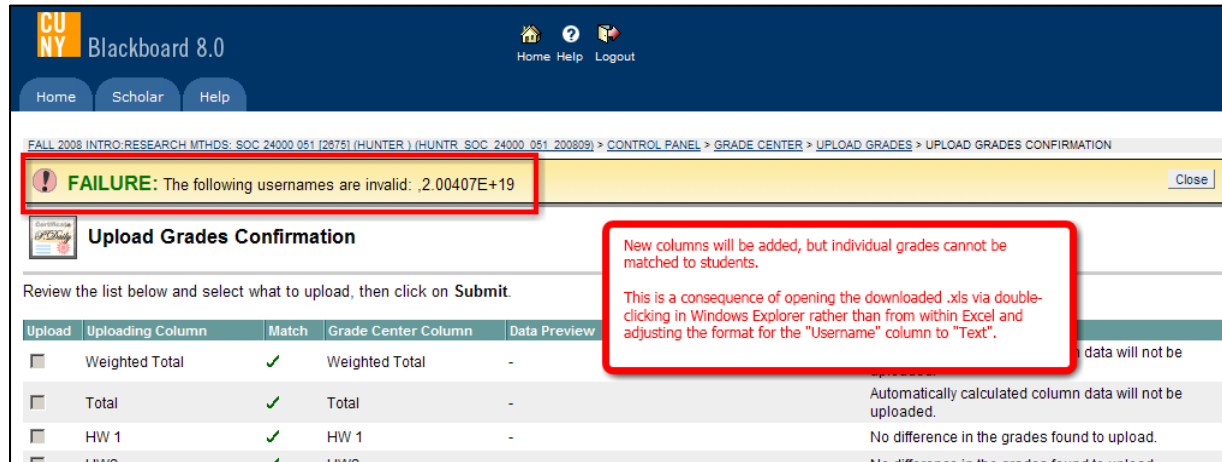


- 3) The **Upload Grades Confirmation** page will display column items that have been changed or added for you to review. Check the columns you want to replace or add to the **Grade Center**.

**Note:** If a new grade column is uploaded into the Grade Center (that was not originally created in Blackboard), the column information is ascribed as **text**. To include the new column in a **calculate column** or have it display **column statistics**, you will need to change the column's **primary display** to **score** (or **percentage**) in the **modify column** page.

4) Click the **Submit** button to update the **Grade Center** information.

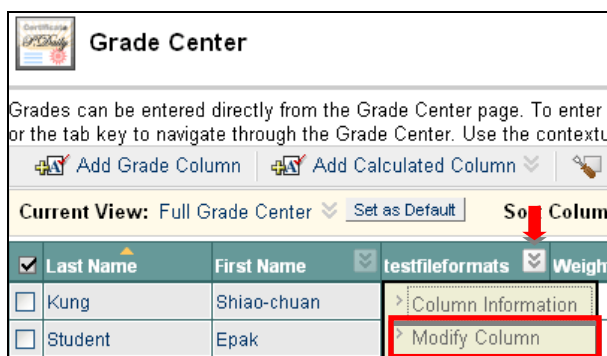
**NOTE:** If you did not change the attribute of the “username” column to text, as described in step 3 of “To view **Grade Center** data in Excel,” you will receive an error message similar to the one below. New columns will be added but individual grades in the columns cannot be matched.



## Uploaded Grade Columns

Columns uploaded to the **Grade Center** are treated as **text** and are attributed no points. It is recommended that you import grades as scores or percentages if you plan to use them in calculations in the Grade Center or convert them to other grade formats. If you are uploading letter grades you will not be able to convert these grades to other formats, which is fine if you are only using them to display grades to students. Values that cannot be converted to a selected grade type will display as zero.

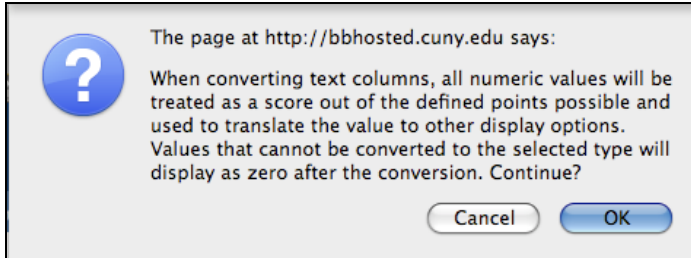
To change the display option from **text** and enter a value in the **Points Possible**, go to the **Modify Column** page:



- 1) Change the **Primary Display** option to either **score** or **percentage** assuming that the grades being uploaded or in either of the two formats.
- 2) Enter a numerical value in the **Points Possible** box. This is required field so if there is no numeric point value (e.g., for a practice quiz) use “0”. **Note:** If you enter “0” as a value

for points possible and enter the grade as a **score**, the grade will display as entered and formatted as a number with two decimal places. If you enter a grade as a **percentage** it will display as entered without the % sign. Once you enter the grade in one format you can convert it to another format provided that you entered a non-zero absolute number in the **Points Possible** and that you have entered grades as **Score** or **Percentage**.

- 3) Click the **OK** button to continue when the following message appears.  
(See picture below)



It will now interpret the value correctly to display a score and not "0".