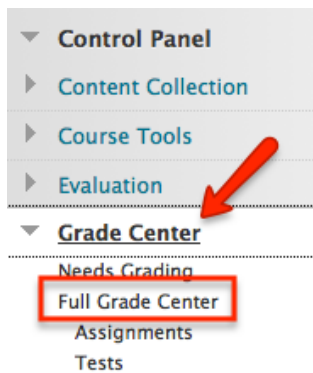


Downloading and Uploading Data from the Grade Center

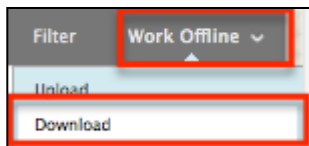
The Blackboard Grade Center tool allows you to store and display student grades in your Blackboard course site. If you choose to use the Grade Center, **we strongly recommend that you save a copy of the online grade book to your local computer** as you update information and at the end of the term. Downloaded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

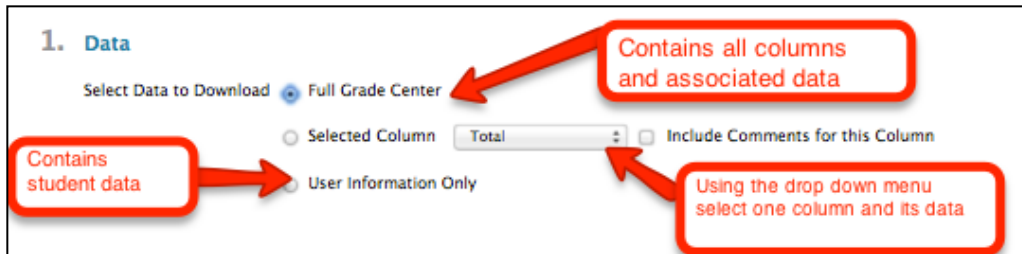
1. Under the control panel, click on **Grade Center** and select **Full Grade Center**.



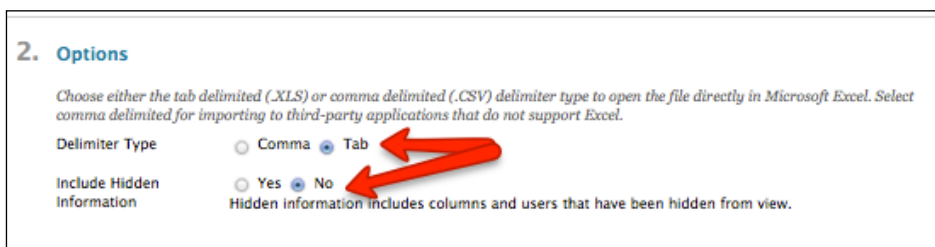
2. Click the arrow next to **Work Offline**, located on the top right corner. Select **Download**.



3. Select the Data to download.



4. Select the File **Delimiter Type**, either **Comma** or **Tab**. Then select **Yes** or **No** to Include Hidden Information. Hidden information contains columns and students that were hidden from view in the Downloaded file.

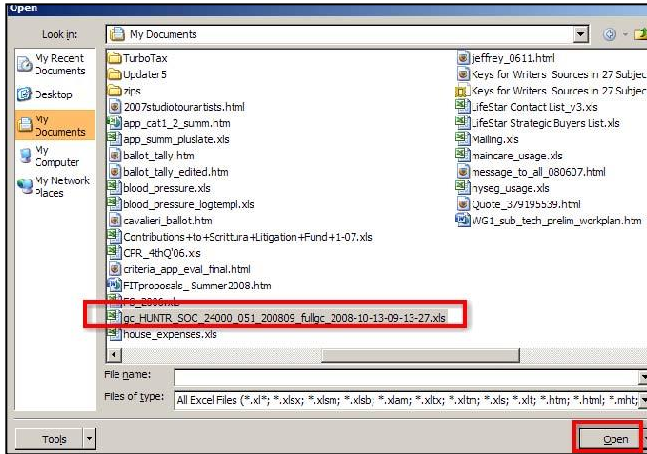


5. Click on **Submit**.
6. On the next page, click **DOWNLOAD**. A popup window will open asking to open or save the file. Select **Save File** and save the file using “save as” to save it in a location of your choice.

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

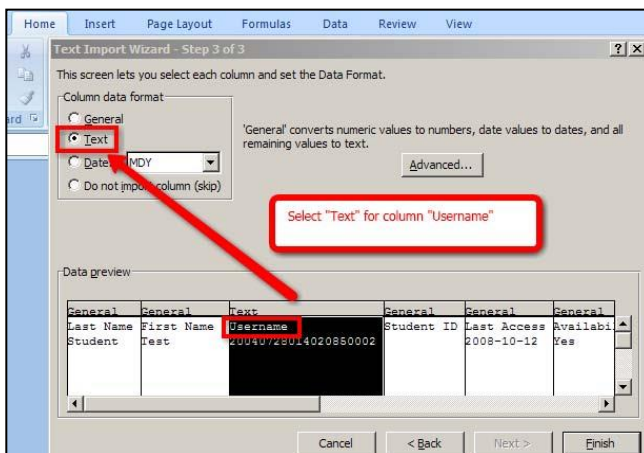
1. Open the Microsoft Excel program. **DO NOT** double click on the file to open it or some of the data will get distorted and you will be unable to upload the grade book data to Blackboard. If you accidentally double click on the downloaded file, close the file without saving and start again.
2. Use 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 and MS Excel 2010, 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 the default settings 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.

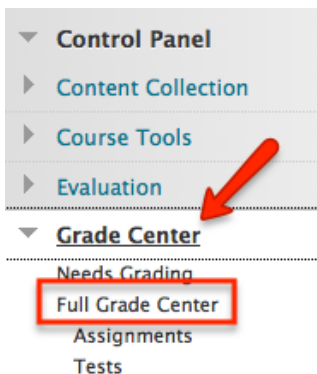
NOTE: We **DO NOT** recommend overwriting grade columns generated by Blackboard, such as **Bb Tests, Assignment, or SafeAssignment**. Changing grades in columns generated by Blackboard may result in a discrepancy in the grades seen by students for that assignment

6. **Save** the Excel worksheet. A message will appear stating that some features will disappear if the file is saved as Unicode text. 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.

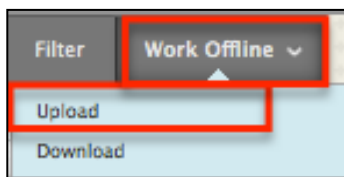
NOTE: Saving the file this way means that you will lose Excel functionality, such as formulas you have entered the next time you open the file. If you do not plan to upload the Grade book, select **No** to retain Excel functionality.

To How to Upload a File to the Grade Center

1. Under the **Control Panel**, click on **Grade Center** and select **Full Grade Center**.



2. Click the arrow next to **Work Offline**, located on the top right corner. Select **Upload**.



3. Browse for the files. Files are uploaded from a local computer or content collection. Then select the Delimiter Type, **Comma, Tab, or Auto**.

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

★ Attach File

Delimiter Type Auto Comma Tab

Auto automatically selects delimiter type in file.

4. Click on **Submit**.

5. Review the list of data from the file to be uploaded on the **Upload Grades Confirmation** page.

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Select or Deselect data to be excluded from upload

Review to ensure the correct data is being uploaded. It will only show a sample of the data in each column "-" indicates no data.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input checked="" type="checkbox"/>	TEST	<input checked="" type="checkbox"/>	TEST	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	Assignment 1	<input checked="" type="checkbox"/>	Assignment 1	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	Weighted Total	<input checked="" type="checkbox"/>	Weighted Total	-	Update Name; Automatically calculated data will not b
<input checked="" type="checkbox"/>	Total	<input checked="" type="checkbox"/>	Total	-	Update Name; Automatically calculated data will not b
<input checked="" type="checkbox"/>	Weighted Total	<input checked="" type="checkbox"/>	Weighted Total	-	Update Name; Automatically calculated data will not b
<input checked="" type="checkbox"/>	Total	<input checked="" type="checkbox"/>	Total	-	Update Name; Automatically calculated data will not b
<input checked="" type="checkbox"/>	test	<input checked="" type="checkbox"/>	test	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	assign222	<input checked="" type="checkbox"/>	Assignment	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	Test 1	<input checked="" type="checkbox"/>	Test 1	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	Submit Assignment	<input checked="" type="checkbox"/>	Submit Assignment	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	test	<input checked="" type="checkbox"/>	test	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	Assignment 1	<input checked="" type="checkbox"/>	Assignment 1	-	Update Name; No Data Updates
<input checked="" type="checkbox"/>	column 1	<input checked="" type="checkbox"/>	column 1	-	Update Name; No Data Updates

6. Click on **Submit** to confirm and upload file.

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.