

## Quick Guide

# Manage Grades in Excel and Upload to Blackboard Learn

### STEP 1 Download Gradebook from Bb Learn into Excel

After the **Last Day to add Classes (Census Day)** download gradebook from Blackboard Learn to Excel.

1. Click **Control Panel > Grade Center > Full Grade Center**.
2. Click on the **Work Offline** button (far right) and select **Download**.



3. Select what data you would like to download: **Full Grade Center, Selected Columns, or User Information Only**. Make sure that **Tab** is selected for **Delimited type**. To download the Full Grade Center Click **Submit**.

4. Click the **Download** button



5. Save the file on your computer



### STEP 2 Manage your Grades in Excel

After you download the gradebook from Blackboard Learn into Excel file (.xlsx) to your computer, you can create columns, enter grades and add formulas.

- Always save and keep the original file (Excel tab-delimited file) as your working file.
- DO NOT delete **Username** column at any time.
- Every column you create must have a title/heading (do not to use special characters in column heading).
- Once you create new columns and enter grades, save the file as .xlsx file.

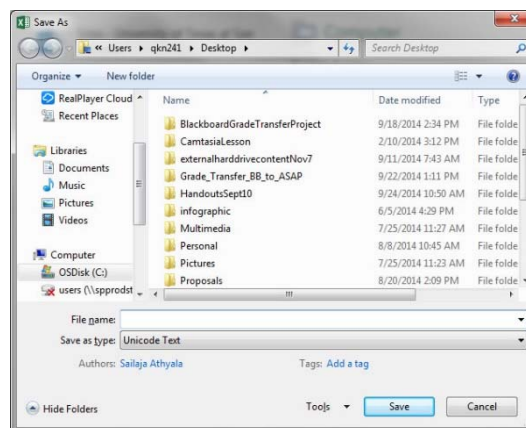
Your file should look like below:

Last Name	First Name	Username	Exam 1	Midterm
Doe1	Joe	abc123	91	A
Doe2	Joe	abc124	85	B
Doe3	Joe	abc125	73	C
Doe4	Joe	abc126	62	D
Doe5	Joe	abc127	59	F
Doe6	Joe	abc128	89	B
Doe7	Joe	abc129	93	A

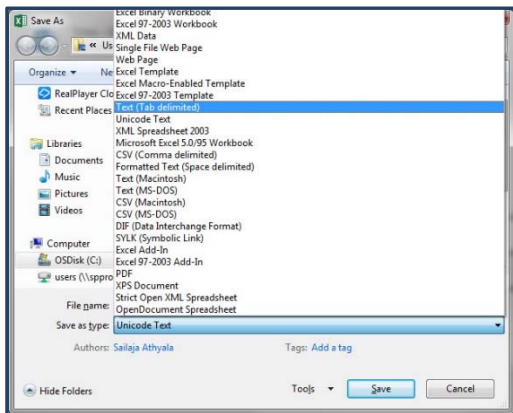
### STEP 3 Save Excel file (.xlsx) as Text Delimited file (.txt)

Prepare your file for uploading to Blackboard Learn. Save Excel file (.xlsx) as a text delimited file (.txt).

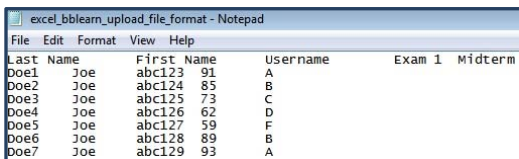
1. Open the Excel file (that contains all your grades), click **File** and choose **Save As**.



2. In the **Save as** box click **Save As Type** drop-down arrow and choose **Text (Tab delimited)**, enter a **File name** and click **Save**.

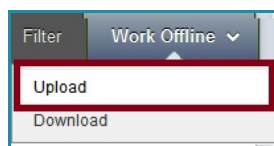


3. The text (tab delimited) file will look like below:

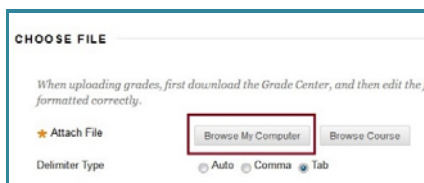


**STEP 4** Upload Text delimited file (.txt) to Blackboard

1. Log into **Blackboard** and access your course. Click **Control Panel > Grade Center > Full Grade Center**  
 2. From the action bar of the Full Grade Center, point to **Work Offline** tab (top right) and select **Upload**.



3. Click **Browse My Computer** button to navigate to the file on your computer, select the correct .txt file and click **Open**. For **Delimiter Type** select **Tab**.

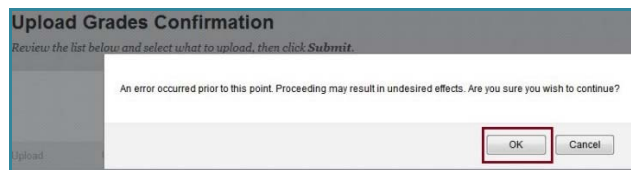
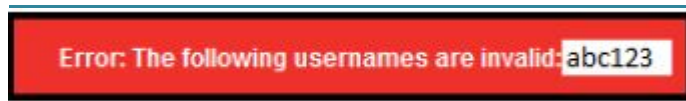


4. Click **Submit** to upload the selected file.  
 5. On the **Upload Grades Confirmation** page review the **Data Preview** column to ensure the correct grades are being uploaded. Use the check boxes to de-select any data you want excluded from the upload.



6. Click **Submit** to upload the selected grades.  
**Note:** You can upload multiple grade columns to the Grade Center at once.

**Warnings:** If any students have been removed or dropped from the course, there will be a **Red Bar Error Message** as well as an **Error Occurred Prior to this Point Message**. During the upload process just Click **OK** to continue as this will not affect the uploading of scores.



**NOTES:**

- Columns that you add to the Grade Center from an external file are added as text columns with points possible equaling **zero (0)**.
- In Bb Learn text columns cannot be included in calculated columns, such as Weighted, Total, Average, and Minimum/Maximum.
- You can convert text columns to other columns types and add points possible by editing the column after the upload.

**Please Note:**  
 1. If you wish to enter grades manually in ASAP, you are welcome to do so (When ASAP is open for recording grades).  
 2. If grades already exist in ASAP, the automatic grade transfer will not overwrite the existing grades in ASAP.

**PLEASE make sure that you check ASAP on the following day (after you entered your Final Grades in Blackboard Learn) to make sure that the final Grades transferred correctly.**