

Uploading and Downloading Grades



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Topic Overview

If you prefer to maintain student grades in an Excel spreadsheet on your computer, you can still upload them to your course site.



NOTE

You can upload multiple grade columns to the Grade Center at once.



IMPORTANT!

Columns that are added to the Grade Center from an external file are text columns with zero points possible. Text columns cannot be included in Calculated Columns such as Weighted Grade, Total Points, Average Grade, and Minimum/Maximum grade. To include the added column in calculations, modify the column after uploading: change Primary Display from text to score and type points possible.

Steps

Download Grade Center Spreadsheet

1. Click **Work Offline** in the upper right corner of the main Grade Center page.
2. Select **Download** from the drop-down menu.
3. Select the **Full Grade Center** radio button.
4. Leave **Tab** as a delimiter type. Tab delimited files have the file extension .xls.
5. Choose **Yes** next to **Include Hidden Information** if you want hidden columns and students to be included in the spreadsheet.
6. Press the **Submit** button.
7. Press the **Download** button and save the file on your computer.



Calculation formulas cannot be downloaded or uploaded in such columns as Total and Weighted Total. Blackboard only copies values that resulted from the calculations.

Open a Tab-Delimited File in Excel

Double-click the downloaded tab-delimited file.

OR

1. Open the **Excel** program.
2. Select **File > Open**. Select the saved tab-delimited **file**. Select **Open**.
3. If Text-Import Wizard opens, leave the default "Delimited" option unchanged and press **Next**.
4. Leave **Tab** selected as a delimiter and press **Next**.
5. Press **Finish**.

Edit a Spreadsheet

You can use the downloaded spreadsheet to manage the grades in an Excel spreadsheet on your computer. For example, you can:

- Enter grades in columns downloaded from the Grade Center
- Create new columns
- Enter grades in the new columns
- Perform grade calculations using the Excel functions.



Don't change any student information (name, username, and student ID) and existing column headers if you plan to upload the spreadsheet back into Blackboard. When you add a new column, remember to type the name of the column in the header. Blackboard will add a column ID automatically when you upload the column.

Save a Spreadsheet as a Regular Excel File

1. Select **File > Save as**.
2. Type the descriptive name of the file including the course code and date (e.g., ed255_050508) in the File Name box.
3. Select **"Excel Workbook"** in Save As Type (on a PC) and Format (on a Mac) drop-down menu.

Save a Spreadsheet as a Tab-Delimited Text File for Uploading

1. Select **File > Save as**.
2. Type the descriptive name of the file including the date (e.g., ed255_050508) in the File Name box.
3. Select **"Text (tab-delimited)"** in "Save As Type" (for a PC) and Format (for Mac) drop-down menu. You can also select **CSV** (comma delimited option).
4. Click **Save**.
5. Click **Yes** to the question, "Do you want to keep the workbook format?"



A Text (tab-delimited) option will save a file with .txt extension, for example, course.txt. A CSV (comma-delimited) option will save a file with .csv extension, for example, course.csv. Blackboard recommends using tab-delimited files for uploading.

In order to upload grades to the Grade Center in Blackboard, you can first download the Grade Center, make your modifications, and save the file. For instructions on how to download the Grade Center and correctly save the modified file, click this link: [Downloading the Grade Center](#)

Upload a Delimited File

Preparing the csv file

Your file should contain a header row on top to include the word username. You should also have a title for the newly created column and should not be left blank.

	A	B
1	username	quiz
2	tjdownes	10
3	jlfouts	8
4	saduncan	7

1. In Blackboard, click **Work Offline** in the upper right corner of the main Grade Center page.
2. Select **Upload** from the drop-down menu.
3. Press the **Browse** button.
4. Select the **file** on your computer. Make sure you selected a delimited file with .txt extension or a file with .csv extension.
5. Click **Open**.
6. Select the **Delimiter Type: Auto**. Auto will attempt to automatically detect the delimiter used in the selected file.
7. Click **Submit** to upload the selected file.
8. Review the list of data from the file to be uploaded. Use the check boxes to deselect any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the spreadsheet.
9. Review the Data Preview column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.
10. Click **Submit** to confirm and upload the file.



You can upload multiple grade columns to the Grade Center at once. The columns that do not have any difference with the Grade Center columns will be faded and not available for upload. To avoid long processing times, break up large files into separate uploads

Sources and Relevant Links

[Video- Working Offline with the Grade Center](#)