

Downloading and Uploading Grade Center Data

Prepare

- Create a folder on your local drive to store your files. You may want multiple folders, e.g. one for ParScore spreadsheets and one for Blackboard Grade Center spreadsheets.
- Pay attention to file names; they are long and can cause confusion.
- Be particularly careful uploading grades for students with the same or similar last names.

Enter the Grade Center

1. From the Blackboard **Welcome** page, select your course.
2. In the main navigation menu, select **Control Panel**.
3. Under Assessment, select **Grade Center**.

Download Grade Center Data

1. From the Grade Center, select **Manage** in the Action Bar.
2. Select **Download**.
3. Using the option buttons, select the data to download:

To	Do this
Download full Grade Center	Click Full Grade Center .
Download a specific grade column, e.g. Week 1 Quiz.	<ol style="list-style-type: none">1. Click Selected Column2. Click the drop-down arrow and select the grade column name.

4. Under Options, select the file Delimiter type: **Tab**.
6. Click the **Submit** button.
The Download Grades page appears.
7. Click the **Download** button and then select **Save** in the File Download dialog box.
8. Select the location for the download and click the **Save** button.
The Download complete message appears.
7. Click the **Open** button.
Note: You might receive a format compatibility message. Don't be alarmed. Choose Yes to open the spreadsheet.
8. Review the data.
-Check that all students downloaded
-If you have students with the same last name, you might need to sort your list to match the upload data file (or vice-versa).

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Copy Data from ParScore Spreadsheet to Blackboard Spreadsheet

1. Open ParScore spreadsheet and find the *points* column you want to copy.
Note: Do not copy the percentage column. ParScore is used as an example here. Any excel spreadsheet will work.
2. Click and drag to select all the points. You can also select the correct cell in the first row, hold you shift-key down and select the correct cell in the last row.
3. With the column selected, use the copy function to copy the data to the clipboard.
4. Switch to the Blackboard spreadsheet and then click in the correct cell where you want the data transferred and use the paste function.
5. Review the data.
-Check that all students grades copied
-If you have students with the same last name, confirm that the correct grade was copied. If not, you can edit the score to reflect the correct grade.
6. Save the file.

Upload Grade Center Data

1. From the Grade Center, select **Manage** in the Action Bar.
2. Select **Upload**.
3. Browse for the file.
4. Select the Delimiter Type: **Tab**.
5. Click **Submit** to upload the selected file.
The Upload Grades Confirmation page appears.
6. Click **Submit** to confirm and upload the file.
7. Review data.