

# EXPORTING GRADES FROM BLACKBOARD TO MYOLEMISS

To export grades from Blackboard, there are five steps that you will need to follow.

1. Create/Set a column that has the letter grade to be assigned.
2. Download the Grade Center column.
3. Clean up the spreadsheet in Excel.
4. Upload the file to my.OleMiss.edu.

If you have questions about this process, call FTDC at 915-7918 or e-mail [ftdc@olemiss.edu](mailto:ftdc@olemiss.edu).

## SET FINAL COLUMN FOR LETTER GRADE

You have two options for designating a letter grade column, (1) change either the Total or Weighted Total column to reflect letter grades or (2) create a new column to enter the letter grades.

1. **Edit the Total or Weighted Total** column by clicking on the down arrow and choosing Edit Column Information.

**Grade Center : Full Grade Center**

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Last Name	First Name	Last Access	Weighted To	Total	Homework: 1	Homework: 2
Testuser	Instructor	September 11, 2014	95.18%	711.00 (A-)		88.00
Testuser	Student		82.91%	575.00 (B-)		98.00
Testuser	Student 2		93.41%	659.00 (B)		87.00

**Edit Total Column**

\* Indicates a required field.

1. **Column Information**

\* Column Name: Total

Grade Center Name: [Empty]

Description: The unweighted sum of all grades for a user.

Primary Display: Letter

Secondary Display: Complete/Incomplete

2. **Dates**

2. In the **Primary Display**, choose **Letter**.
3. **Submit**.

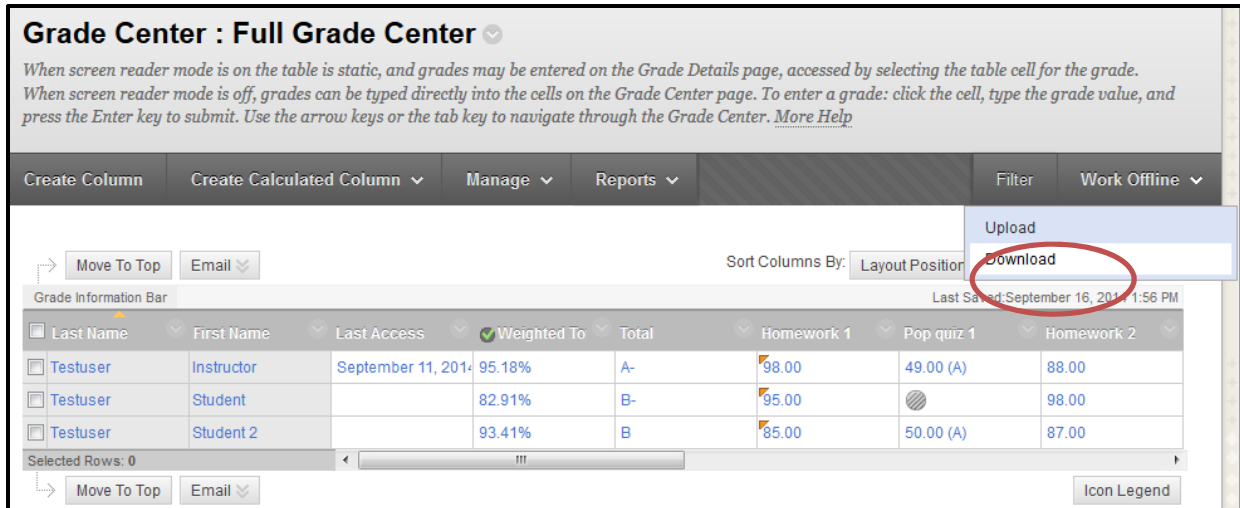
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Last Name	First Name	Last Access	Weighted To	Total	Homework: 1	Homework: 2
Testuser	Instructor	September 11, 2014	95.18%	A-		98.00
Testuser	Student		82.91%	B-		98.00
Testuser	Student 2		93.41%	B		87.00

## DOWNLOAD THE SPREADSHEET FROM BLACKBOARD

1. Choose **Download** from the **Work Offline** dropdown menu.



**Grade Center : Full Grade Center**

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

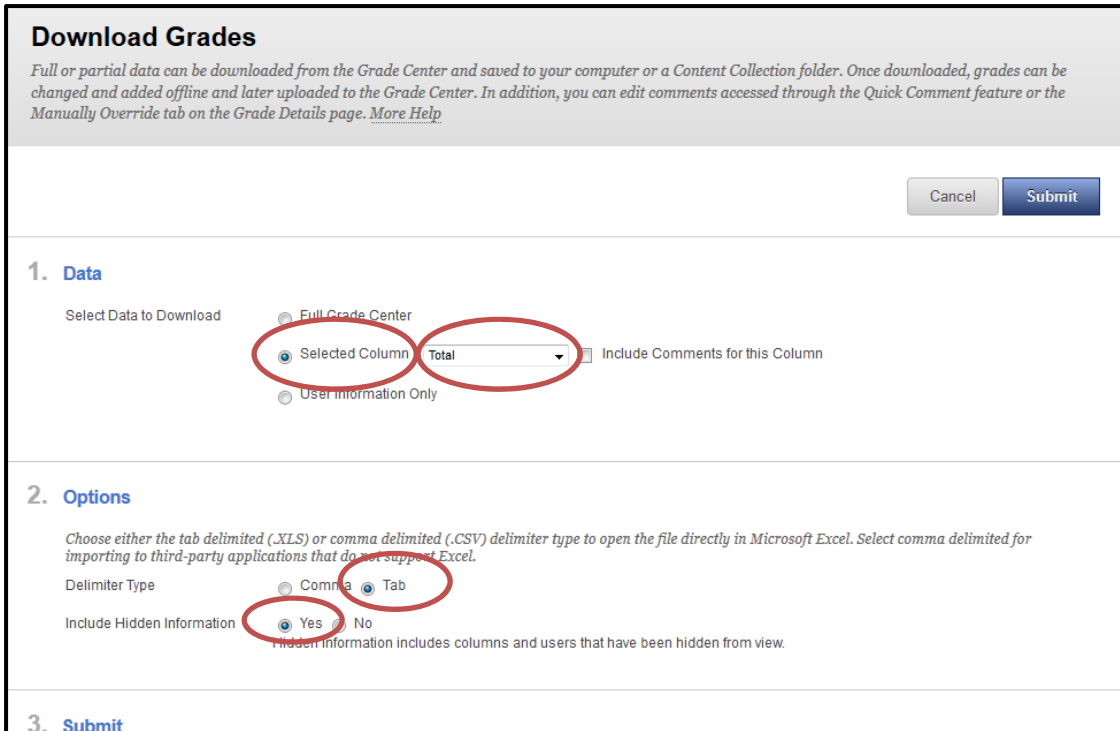
Sort Columns By: Layout Position

Grade Information Bar Last Saved: September 16, 2014 1:56 PM

Last Name	First Name	Last Access	Weighted To	Total	Homework 1	Pop quiz 1	Homework 2
Testuser	Instructor	September 11, 2014	95.18%	A-	98.00	49.00 (A)	88.00
Testuser	Student		82.91%	B-	95.00		98.00
Testuser	Student 2		93.41%	B	85.00	50.00 (A)	87.00

Selected Rows: 0

2. Choose **Selected Column**, and then in the drop-down choose the column with the final letter grade.
3. Choose **Tab** and **Yes** to Include Hidden Information.
4. **Submit**.



**Download Grades**

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

**1. Data**

Select Data to Download

Full Grade Center

Selected Column **Total**  Include Comments for this Column

User Information Only

**2. Options**

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

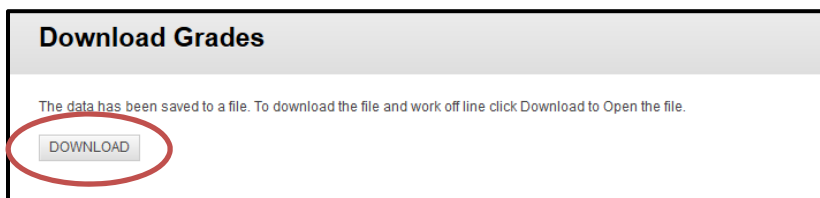
Comma  Tab

Include Hidden Information  Yes  No

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

**3. Submit**

5. Choose **Download**, **Save**, and choose the location to save the file, such as the Desktop. **Save**.



**Download Grades**

The data has been saved to a file. To download the file and work off line click Download to Open the file.

DOWNLOAD



Paste | B | I | U | Font

Clipboard | Font

E9 | X | ✓ | fx

	A	B	C	D
1	#####	A-	3	
2	#####	B-		
3	#####	B	1	
4				
5				

Place student numbers in the first column.

Place grades in the second column.

If you wish, place absences in the third column. Absences are optional.

6. Choose File -> Save As.

7. Save grades as a tab-delimited text file. You may be warned about losing format. Click ok.

Save As

Desktop | Search Desktop

Organize | New folder

Documents | Music | Pictures | Videos | Computer | OS (C:) | Local Disk (F:) | My Book (G:) | System Reserved | Libraries | System Folder | Amelia | System Folder | Computer | System Folder | Network | System Folder

File name: grades

Save as type: Text (Tab delimited)

Authors: Amelia | Tags: Add a tag

Hide Folders | Tools | Save | Cancel



7. Once you are satisfied, select In Progress or Complete and press Submit Grades.

8. Pay close attention to any errors that are reported.

9. If you submit an I-grade, then you will need to provide the due date and completion requirements using the Online I Grade Assignment form available from the View or Submit Grades screens in Class Rolls and Grades.

The screenshot shows a web application interface for uploading grades. At the top, a green message box states "Grades upload completed with no errors." Below this is the title "Upload Grades from Excel File" and a description: "Specify a tab-delimited text file with 7 columns: student number, grade, and (optionally) absence." A table displays the uploaded data with columns for Student Number, Student Name, Grade Status, Grade, Grading Scale, Absences, and Messages. The messages column contains "Grade uploaded as Complete" for most rows, but one row for student Alexin Miller has the message "Please provide due date and completion requirements for this I grade using the Online I Grade Assignment form." Below the table, there are radio buttons for "Save as In Progress" and "Post Grades as Complete", and buttons for "Submit Grades" and "View Help". A light blue text box at the bottom right contains the text: "Pay close attention to any errors that are reported. If you submit an I grade then you will need to provide the due date and completion requirements using the Online I Grade Assignment form available from the View or Submit Grades screens in Class Rolls and Grades." Red arrows point from the text boxes in the left margin to the "Grades upload completed with no errors" message and the Alexin Miller row in the table.

Student Number	Student Name	Grade Status	Grade	Grading Scale	Absences	Messages
10314887	Emily Cegielski	Complete	A	ABC	1	Grade uploaded as Complete.
10271877	Addison Dent	Complete	B	ABC	2	Grade uploaded as Complete.
10310781	Clare Douglas	Complete	B	ABC	5	Grade uploaded as Complete.
10235734	Alexen Gibson	Complete	A	ABC		Grade uploaded as Complete.
10308912	Merrill Lee Grandeau	Complete	F	ABC	20	Grade uploaded as Complete.
10239805	Caroline Ingram	Complete	F	ABC	20	Grade uploaded as Complete.
10308889	Danielle Lee	Complete	A	ABC		Grade uploaded as Complete.
10303783	Alexin Miller	In Progress	I	ABC		Please provide due date and completion requirements for this I grade using the Online I Grade Assignment form.
10290349	Jordanus Micsky	Complete	A	ABC		Grade uploaded as Complete.
10235140	Alix Robbins	Complete	C	ABC	2	Grade uploaded as Complete.

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Submit Grades as In Progress or Complete

Save as In Progress  Post Grades as Complete

[Submit Grades](#) [View Help](#)

Grades do not become effective until they are submitted as COMPLETE.

Pay close attention to any errors that are reported. If you submit an I grade then you will need to provide the due date and completion requirements using the Online I Grade Assignment form available from the View or Submit Grades screens in Class Rolls and Grades.