

# 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](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar

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

Selected Rows: 0

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Sort Columns By: Layout Position

Quick Column Information  
Edit Column Information  
Column Statistics  
Set as External Grade  
Show/Hide to Users  
Sort Ascending  
Sort Descending  
Hide Column  
Delete Column

**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**.

**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](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar

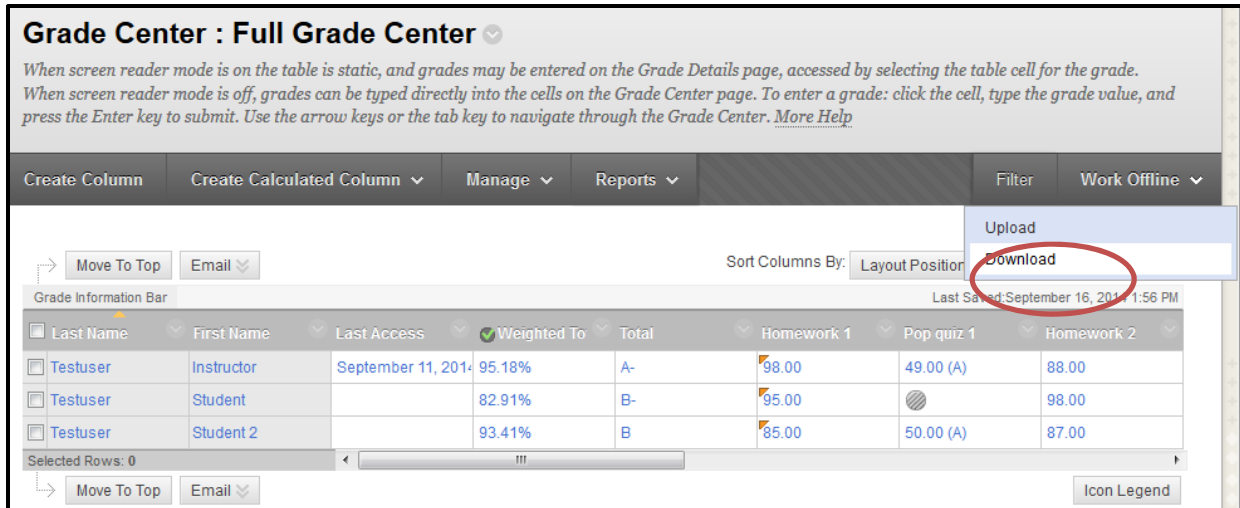
Last Name	First Name	Last Access	Weighted To	Total	Homework: 1	Homework: 2
Testuser	Instructor	September 11, 2014	95.18%	A-		98.00
Testuser	Student		82.91%	B-		98.00
Testuser	Student 2		93.41%	B		87.00

Selected Rows: 0

Move To Top Email

## 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

Move To Top Email Sort Columns By: Layout Position Upload Download

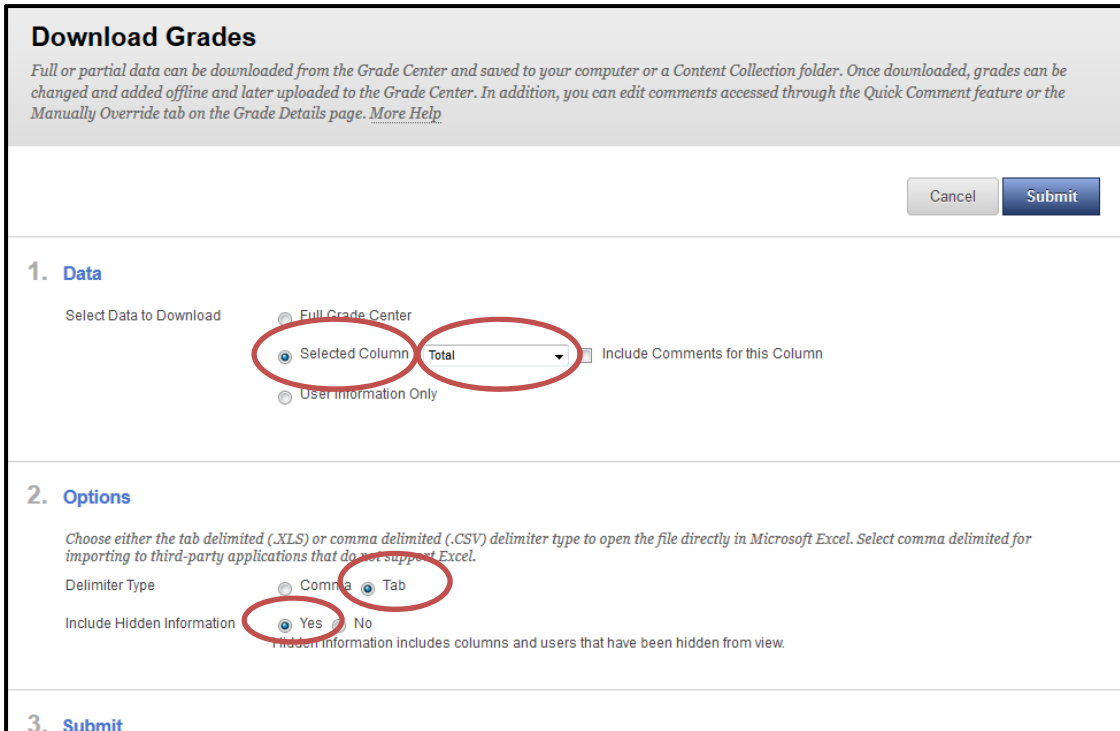
Grade Information Bar Last Saved: September 16, 2014 1:56 PM

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

Move To Top Email Icon Legend

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

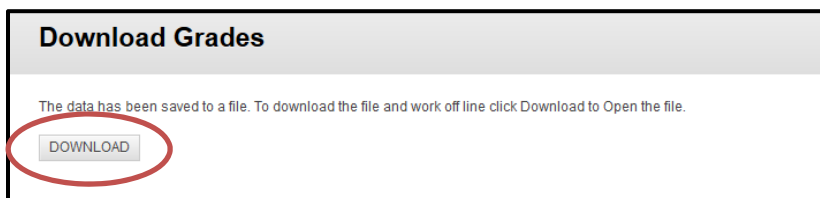
Include Hidden Information

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



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

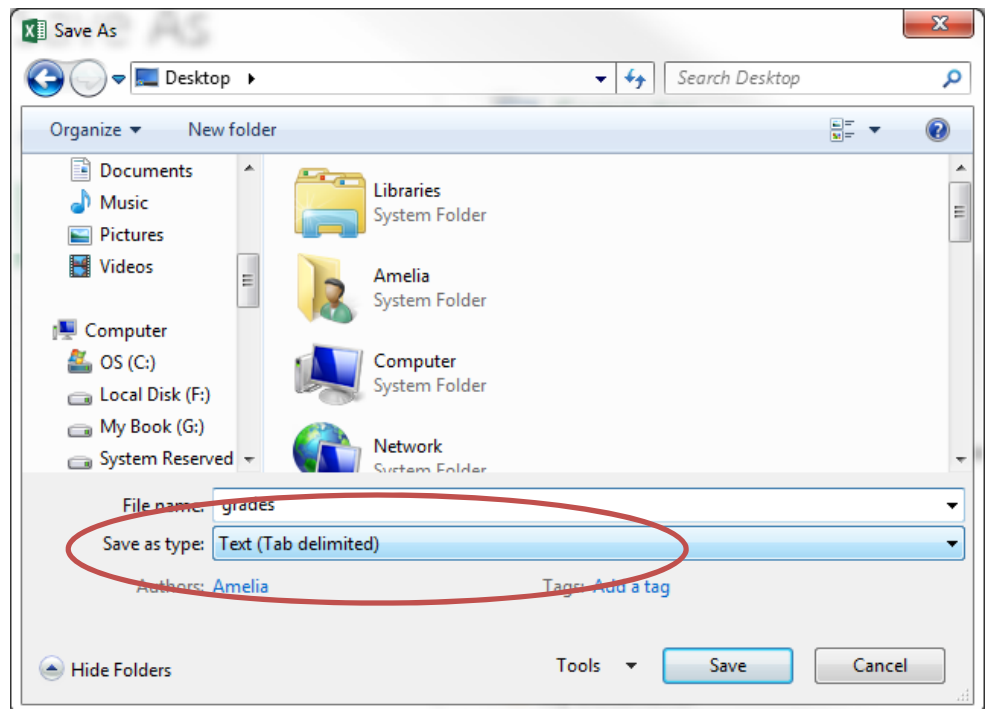
If you wish, place absences in the third column. Absences are optional.

Place grades in the second column.

Place student numbers in the first column.

6. Choose File -> Save As.

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





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 following data:

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 Grandjean	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	Alexis Miller	In Progress	I	ABC		Please provide due date and completion requirements for this I grade using the Online I Grade Assignment form available from the View or Submit Grades screens in Class Rolls and Grades.
10290349	Jordanus Micsky	Complete	A	ABC		Grade uploaded as Complete.
10235140	Alix Robbins	Complete	C	ABC	2	Grade uploaded as Complete.

Below the table, there are options to "Submit Grades as In Progress or Complete" with radio buttons for "Save as In Progress" and "Post Grades as Complete". A "Submit Grades" button and a "View Help" link are also present. A light blue text box at the bottom right contains the following 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 corresponding elements in the screenshot.