EXPORTING GRADES FROM BLACKBOARD TO MYOLEMISS

To export grades from Blackboard, there are five steps that you will need to follow.
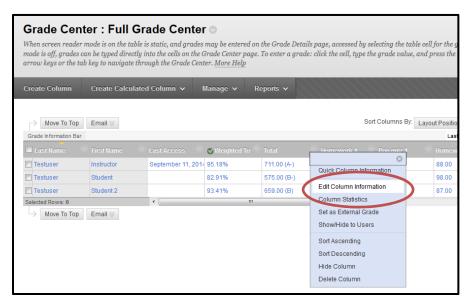
1. Create/Set a column that has the letter grade to be assigned.
2. Download the Grade Center column.
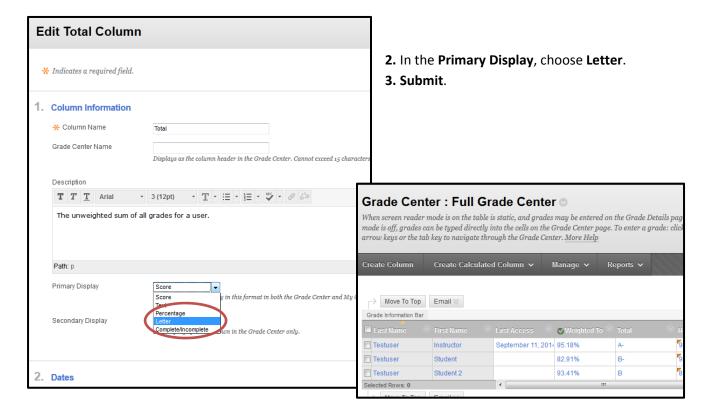3. Clean up the spreadsheet in Excel.
4. Upload the file to my.OleMiss.edu.

If you have questions about this process, call FTDC at 915-7918 or e-mail ftdc@olemiss.edu.

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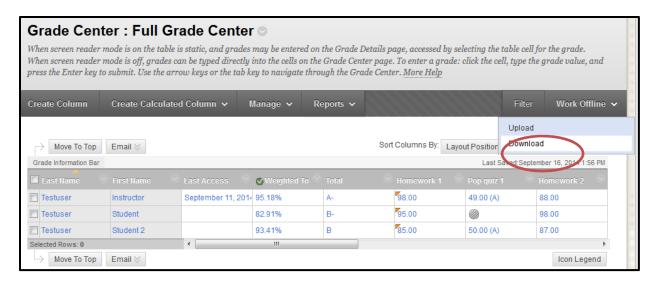
1. **Edit the Total or Weighted Total** column by clicking on the down arrow and choosing Edit Column Information.

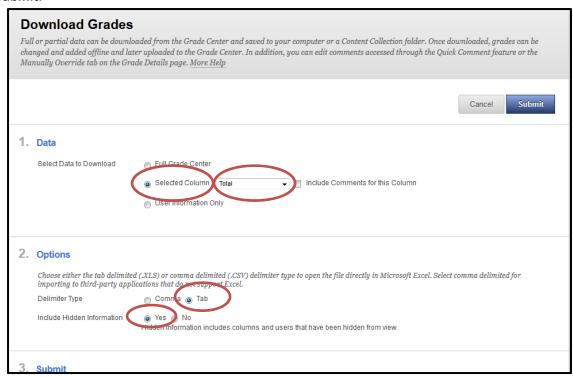2. In the **Primary Display**, choose **Letter**.
3. **Submit**.

DOWNLOAD THE SPREADSHEET FROM BLACKBOARD

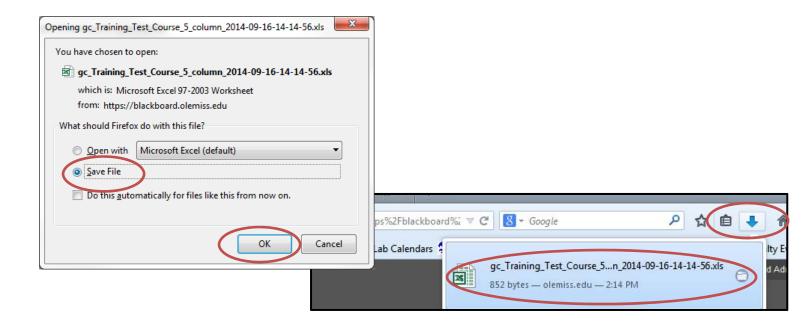1. Choose **Download** from the **Work Offline** dropdown menu.

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**.

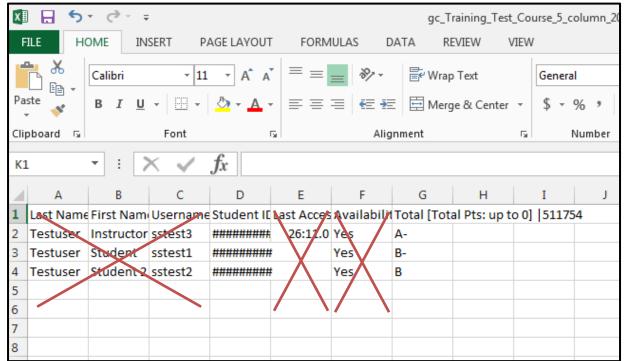5. Choose **Download**, **Save**, and choose the location to save the file, such as the Desktop. **Save**.

CLEAN-UP THE SPREADSHEET IN EXCEL

1. Open the file.
2. Delete all columns *except* Student ID and the grade column. Delete the column headers as well.
3. Place Student ID in the first column.
4. Place the grade in the second column.
5. If you wish, place absences in the third column. Absences are optional.

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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.

UPLOAD THE FILE TO MYOLEMISS

1. In my.olemiss.edu, choose Faculty →
   Course Administration → Class Rolls and
   Grades. Choose the appropriate
   semester and Submit.

2. Choose the appropriate Upload Grades
   option.

Course listing generated on 09/16/2014 at 2:47:28 PM. Number of sections found: 26.
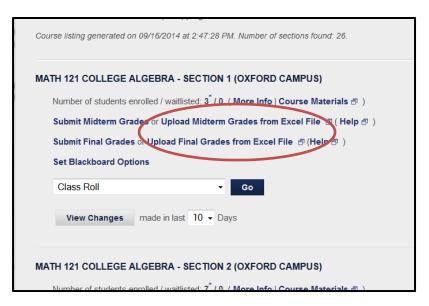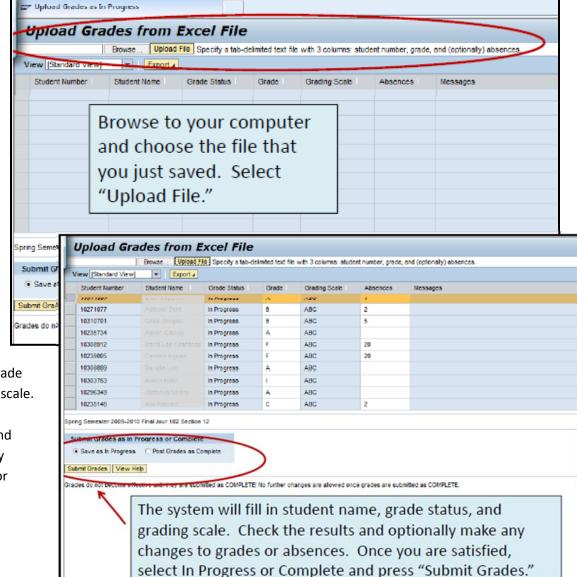
MATH 121 COLLEGE ALGEBRA - SECTION 1 (OXFORD CAMPUS)

Number of students enrolled / waitlisted: 3* / 0 (**More Info** | **Course Materials**)

Submit Midterm Grades or **Upload Midterm Grades from Excel File** (**Help**)

Submit Final Grades or **Upload Final Grades from Excel File** (**Help**)

Set Blackboard Options

Class Roll ▼   **Go**

View Changes   made in last 10 ▼ Days

MATH 121 COLLEGE ALGEBRA - SECTION 2 (OXFORD CAMPUS)

Number of students enrolled / waitlisted: 7* / 0 (**More Info** | **Course Materials**)

3. Browse to your
   computer and
   choose the file
   that you just
   saved.

4. Select Upload File.

Browse to your computer and choose the file that you just saved. Select "Upload File."

5. The system will fill
   in student name, grade
   status, and grading scale.

6. Check the results and
   optionally make any
   changes to grades or
   absences.

The system will fill in student name, grade status, and grading scale. Check the results and optionally make any changes to grades or absences. Once you are satisfied, select In Progress or Complete and press "Submit Grades."

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.