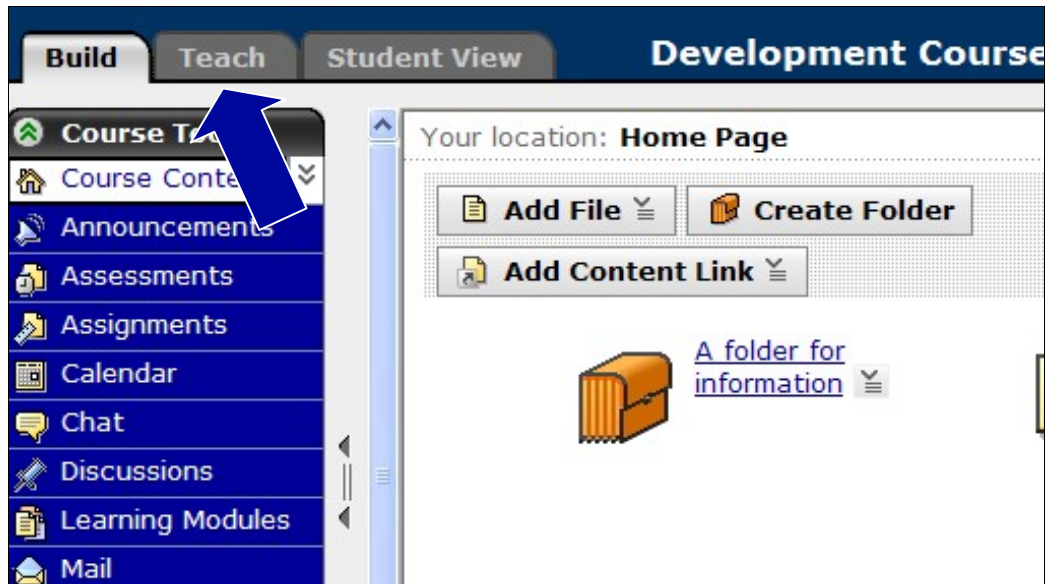
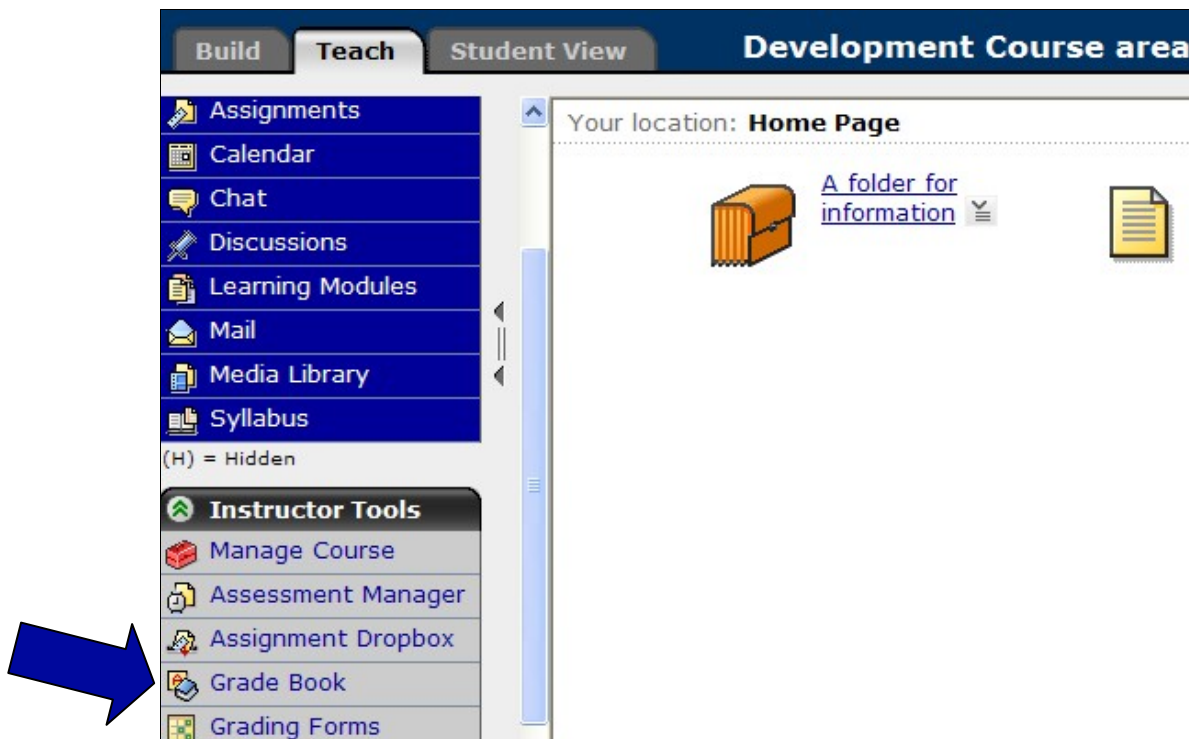


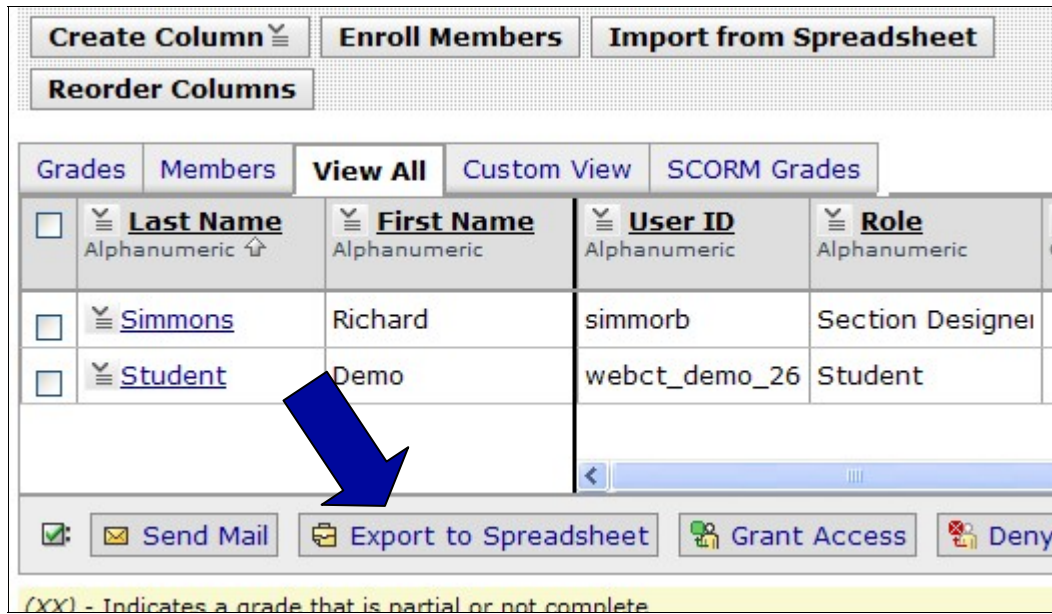
1. Select the **Teach** tab.



2. Select the **Grade Book** link.



3. Select the **Export to Spreadsheet** link.



The screenshot shows a web interface with a table of grades. The table has columns for Last Name, First Name, User ID, and Role. The 'Export to Spreadsheet' button is highlighted with a blue arrow.

| <input type="checkbox"/> | Last Name<br>Alphanumeric ↑ | First Name<br>Alphanumeric | User ID<br>Alphanumeric | Role<br>Alphanumeric |
|--------------------------|-----------------------------|----------------------------|-------------------------|----------------------|
| <input type="checkbox"/> | Simmons                     | Richard                    | simmorb                 | Section Designer     |
| <input type="checkbox"/> | Student                     | Demo                       | webct_demo_26           | Student              |

Buttons: Create Column, Enroll Members, Import from Spreadsheet, Reorder Columns, Grades, Members, View All, Custom View, SCORM Grades, Send Mail, Export to Spreadsheet, Grant Access, Deny.

(XX) - Indicates a grade that is partial or not complete

4. Select either **Comma-** or **Tab-delimited** (either one works). But be sure to always use the same one. Click **Export**.



The screenshot shows the 'Export to Spreadsheet' dialog box. The 'Tab-delimited' option under 'Export Format' is selected and highlighted with a blue arrow.

Build Teach Student View Development Course area for Ric

**Export to Spreadsheet**

**Members to Export:**

- All members

**Columns to Export:**

- Visible columns
- All columns

**Export Format:**  
Select the keyboard element you want to use to separate member data in the

- Comma-delimited
- Tab-delimited

**Character Set:**  
Select a character set that is supported for your language by the software you view or edit the exported file.

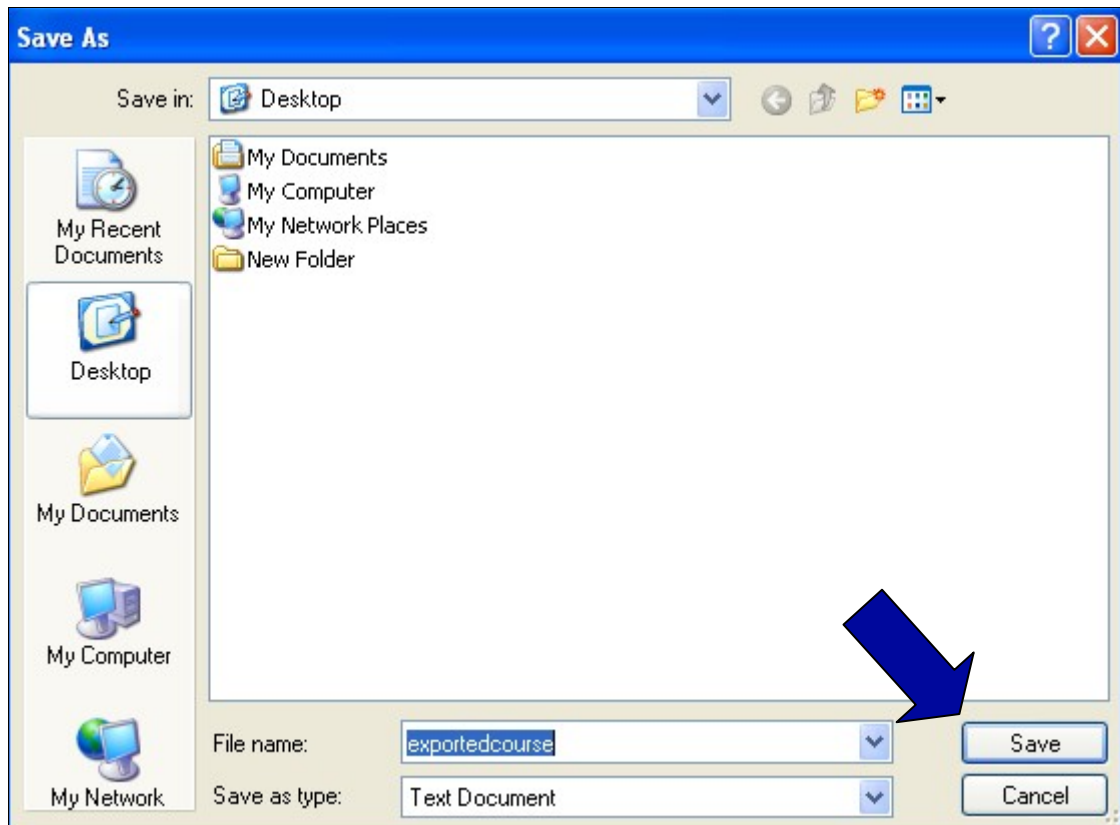
- Unicode (UTF-8)
- Unicode (UCS-2)

Buttons: Export, Cancel

5. Click the **Save** button.



6. Click the **Save** button to save the exported file to your computer.



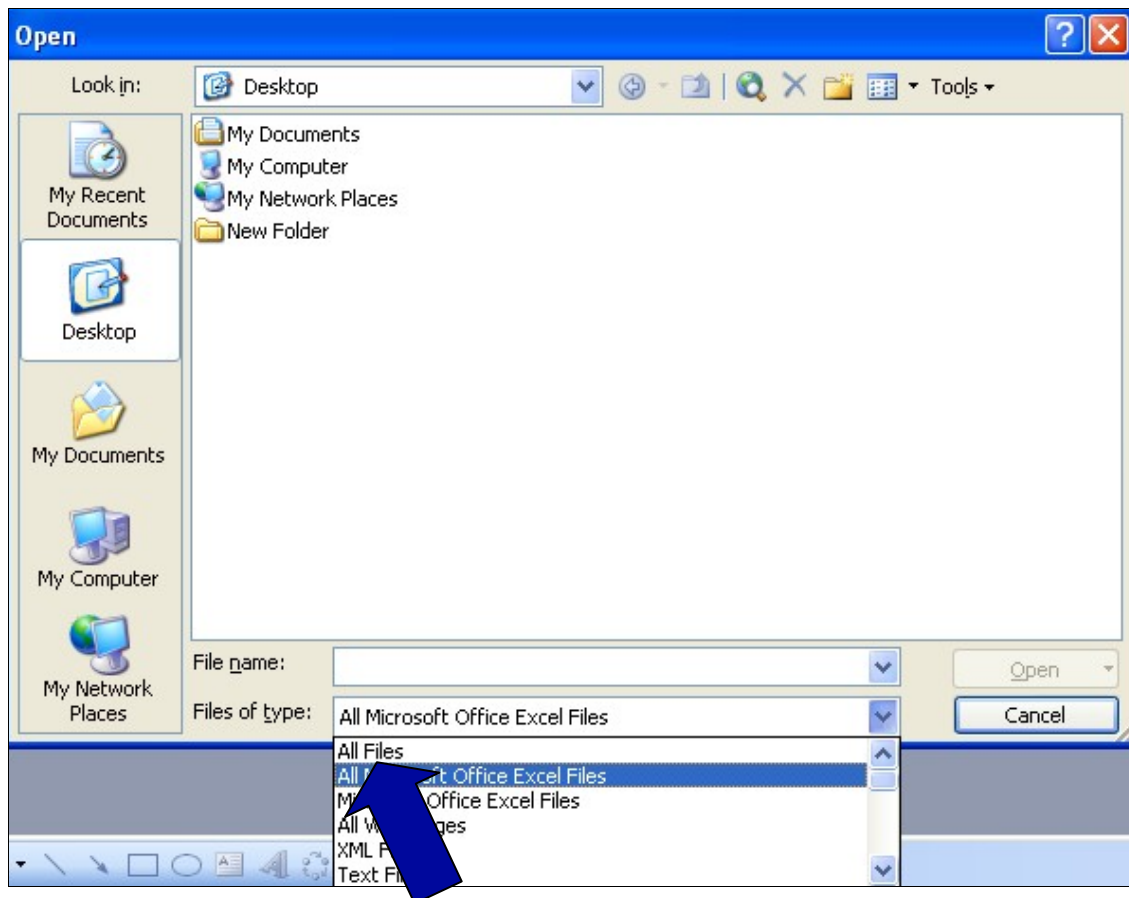
## How to Import / Export Grades Using Spreadsheets

7. Open **Excel** or your preferred spreadsheet software.

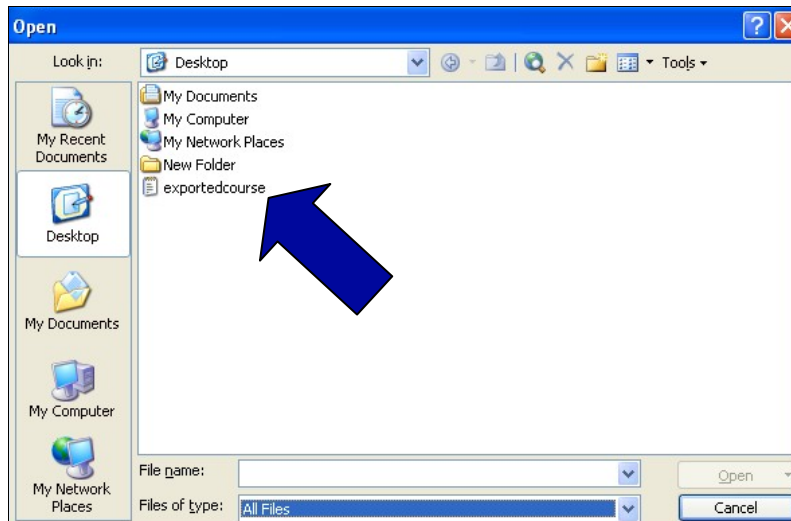
Click the **Open** icon.



8. If you do not see your saved file, click the **Files of type** drop-down arrow and choose **All Files**.

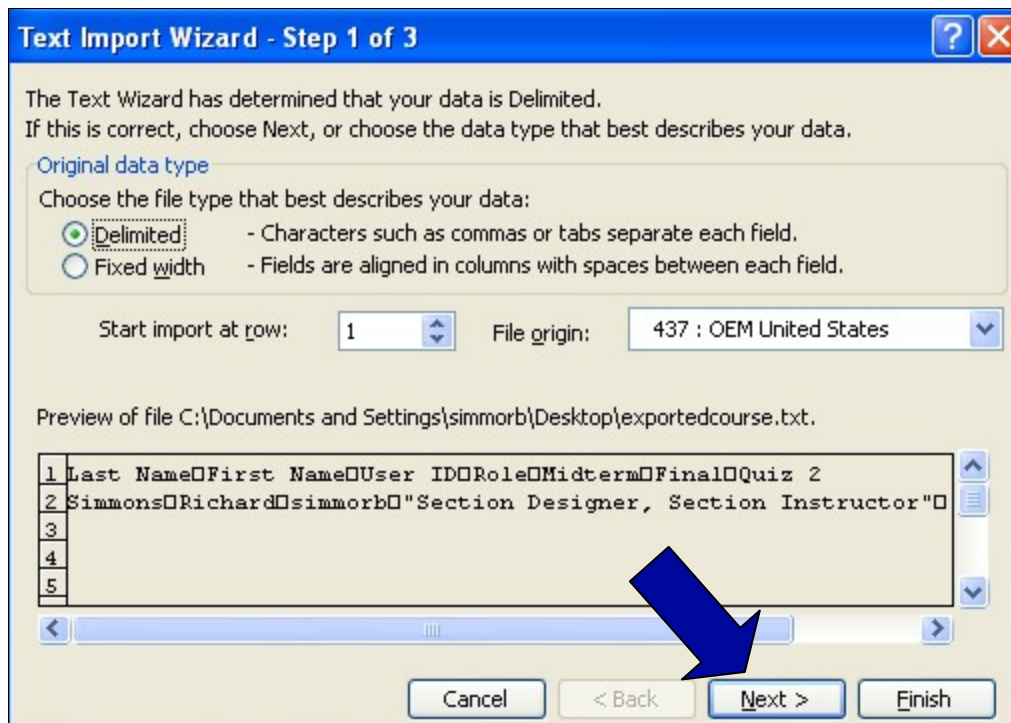


9. Select your exported course item and click the **Open** button.

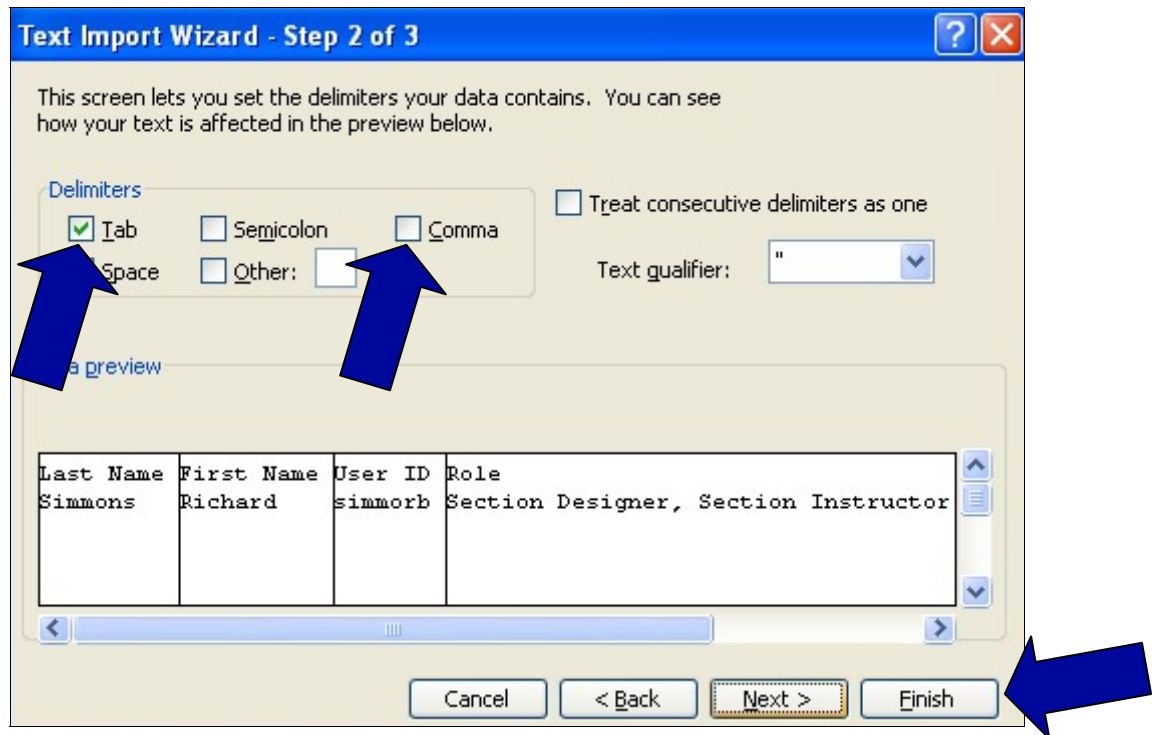


10. Your content may look strange at first. You will need to change your delimitation.

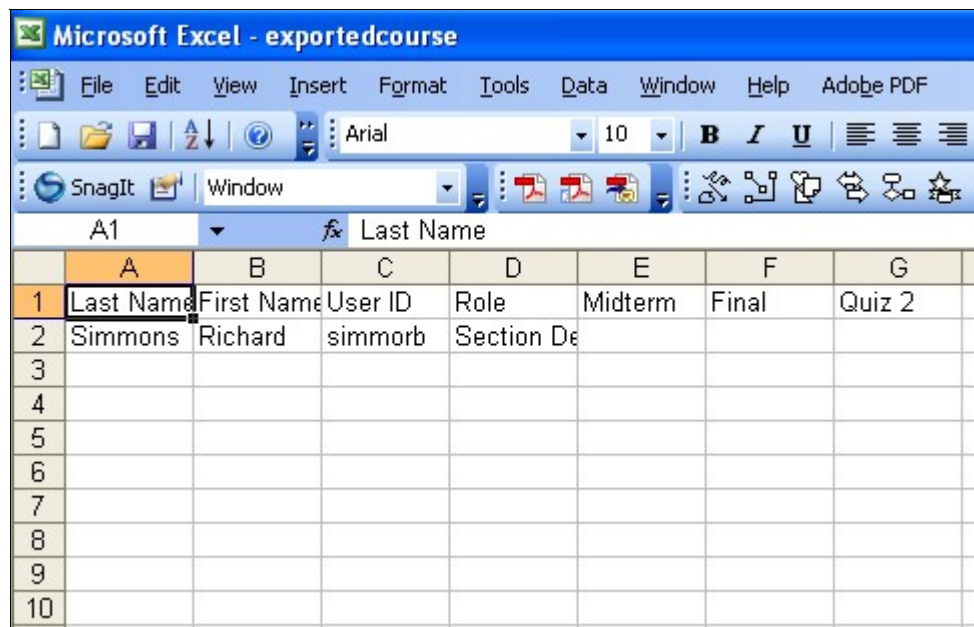
Click the **Next >** button.



11. Select the delimitation you chose earlier (tab or comma) and click the **Finish** button.



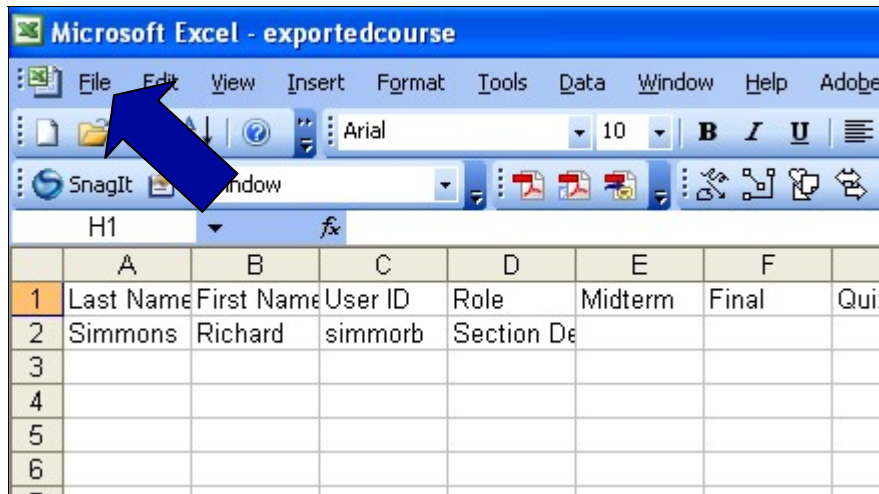
12. You may enter grades or create columns that can be imported into Blackboard.



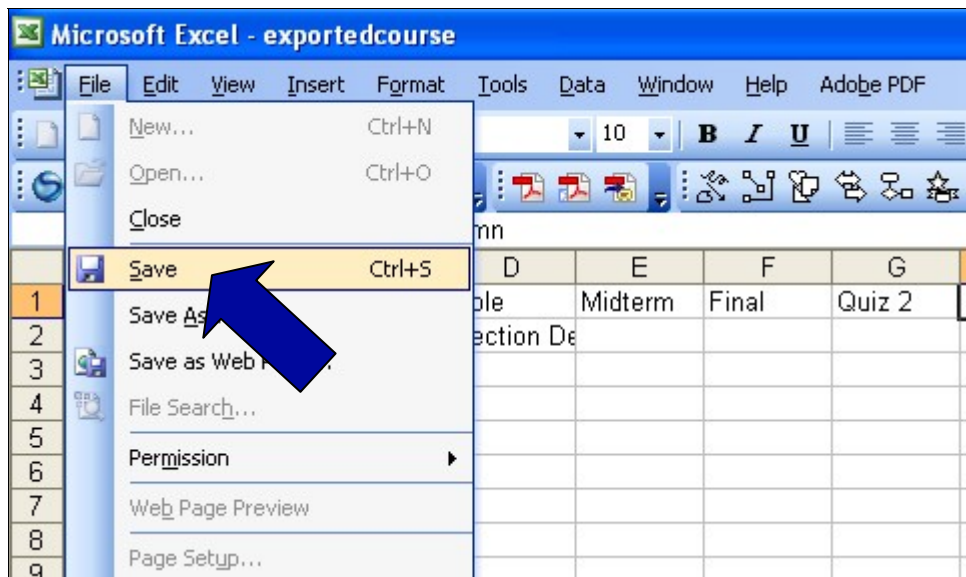
The screenshot shows a Microsoft Excel spreadsheet titled 'exportedcourse'. The spreadsheet has columns for Last Name, First Name, User ID, Role, Midterm, Final, and Quiz 2. The data row shows: Simmons, Richard, simmorb, Section De. The spreadsheet is shown in a window titled 'Microsoft Excel - exportedcourse' with a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help, Adobe PDF) and a toolbar.

|    | A         | B          | C       | D          | E       | F     | G      |
|----|-----------|------------|---------|------------|---------|-------|--------|
| 1  | Last Name | First Name | User ID | Role       | Midterm | Final | Quiz 2 |
| 2  | Simmons   | Richard    | simmorb | Section De |         |       |        |
| 3  |           |            |         |            |         |       |        |
| 4  |           |            |         |            |         |       |        |
| 5  |           |            |         |            |         |       |        |
| 6  |           |            |         |            |         |       |        |
| 7  |           |            |         |            |         |       |        |
| 8  |           |            |         |            |         |       |        |
| 9  |           |            |         |            |         |       |        |
| 10 |           |            |         |            |         |       |        |

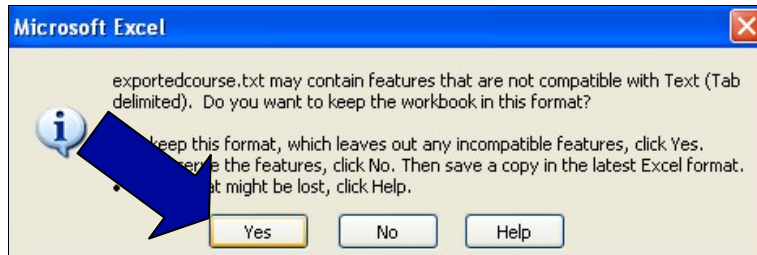
13. Select the **File** menu item.



14. Select the **Save** menu item.

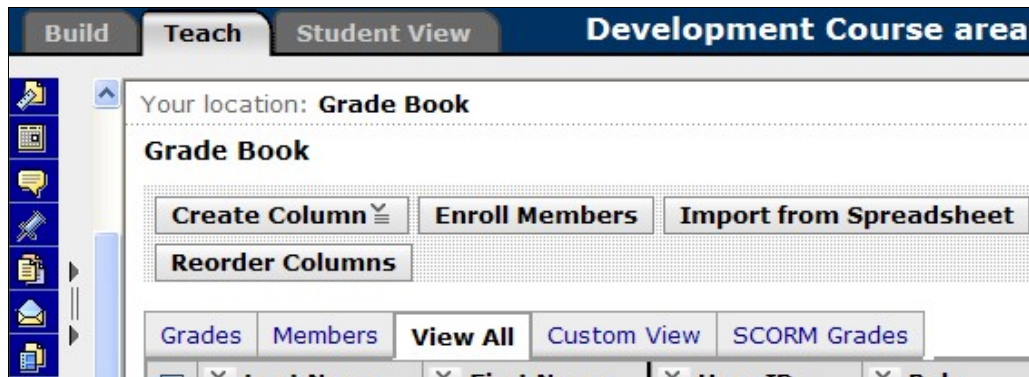


- A dialogue box will warn you of formatting issues. That is fine since this is simply numbers and letters. Click the **Yes** button.

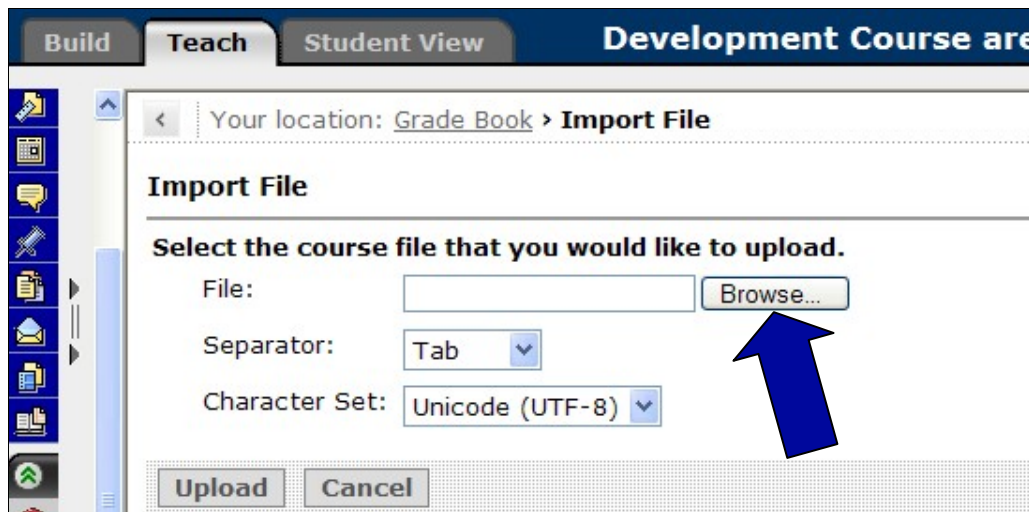


- Return to Blackboard Grade Book.

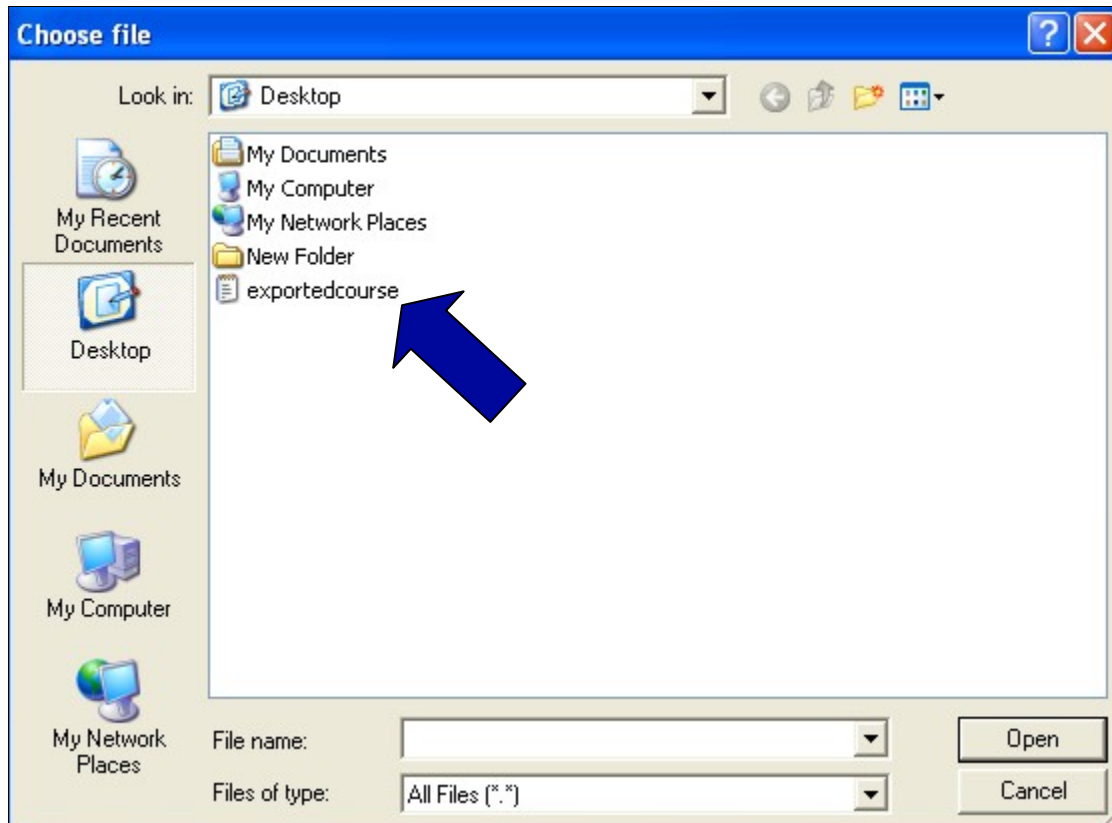
Select the **Import from Spreadsheet** link.



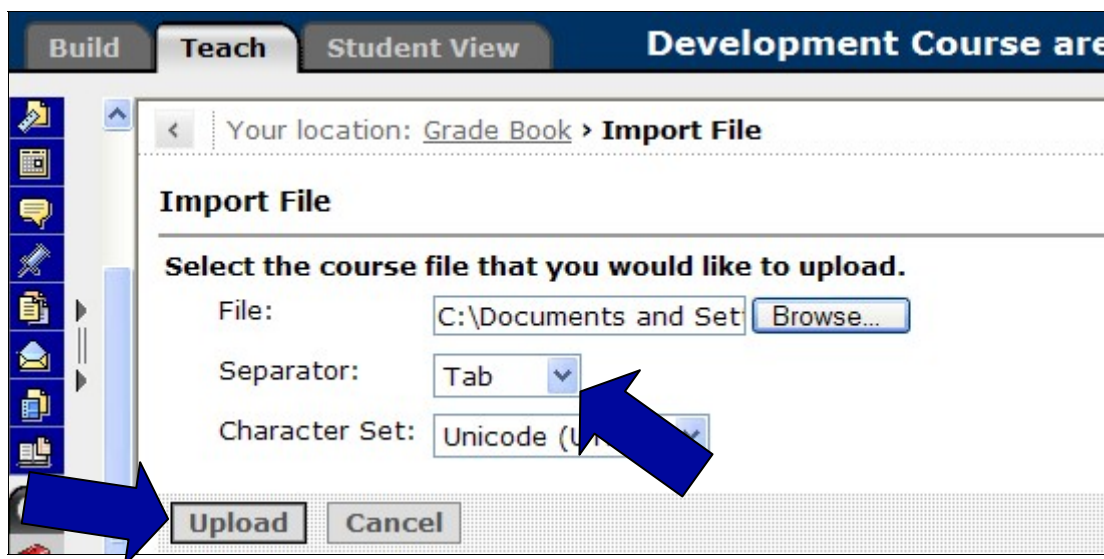
- Click the **Browse** button.



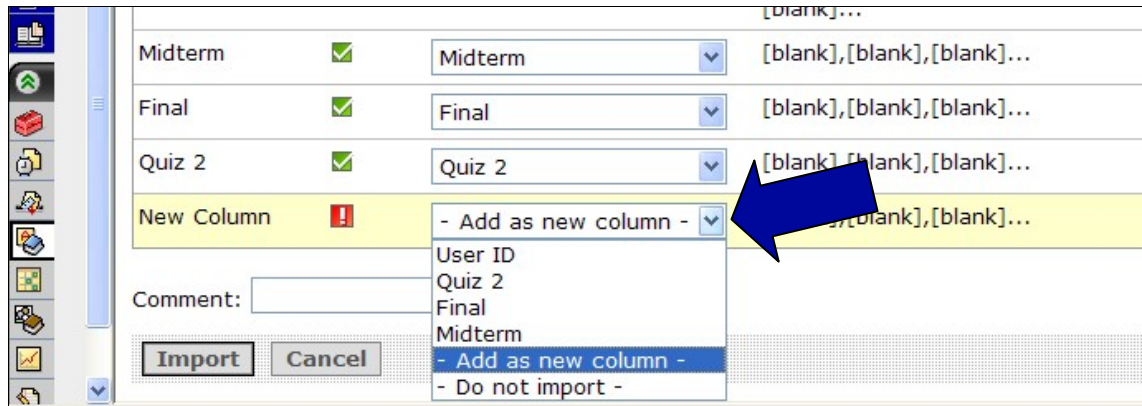
18. Select the exported course item and click **Open**.



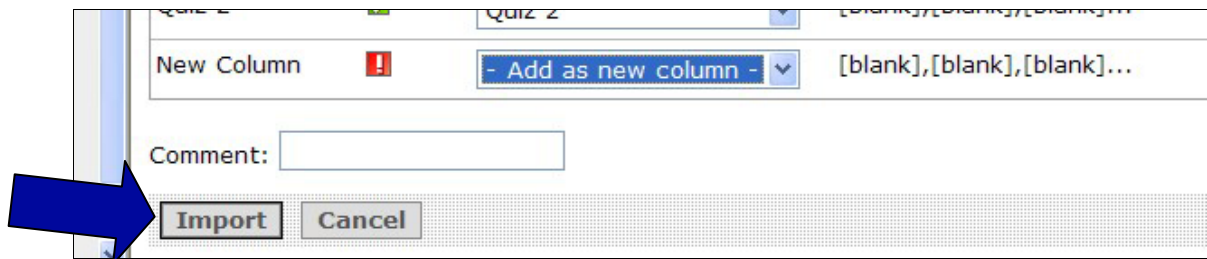
19. Be sure to choose either **Tab** or **Comma**, depending on which you selected earlier. Click **Upload**.



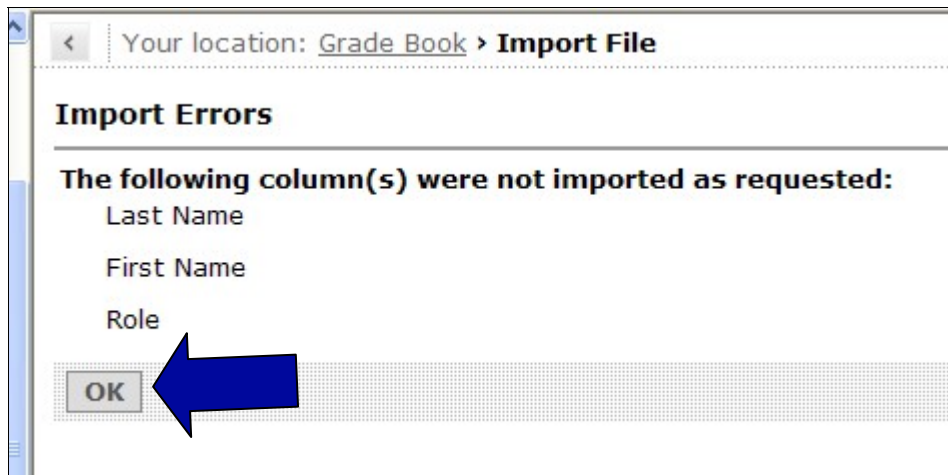
20. Click the **New Column** drop-down arrow to select specific options.



21. Click the **Import** button.



22. Blackboard will show columns that were not imported. Click the **OK** button.



## How to Import / Export Grades Using Spreadsheets

23. Your column should be visible now. If not, be sure to choose the **View All** tab.

Your location: **Grade Book**

**Grade Book**

| <input type="checkbox"/> | <input type="button" value="Last Name"/><br>Alphanumeric | <input type="button" value="First Name"/><br>Alphanumeric | <input type="button" value="m"/> | <input type="button" value="Final"/><br>Calculated | <input type="button" value="Quiz 2"/><br>Quiz (out of 10) | <input type="button" value="New Column"/><br>Text |
|--------------------------|--|---|----------------------------------|--|---|---|
| <input type="checkbox"/> | <a href="#">Simmons</a>                                  | Richard   |                                  |  |   |   |
| <input type="checkbox"/> | <a href="#">Student</a>                                  | Demo  | --                               | --   | 0.00  | --  |

