

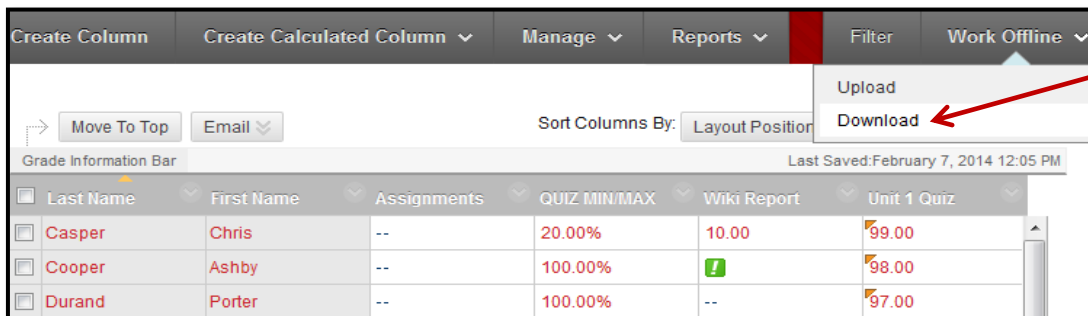
Blackboard Learn[®]

Grading Offline in the Full Grade Center

In addition to viewing the Full Grade Center online, with the work offline feature you're able to download the Full Grade Center and grade offline.

Step 1

While in the Full Grade Center, hover over the Work Offline icon and select download.



The screenshot shows the Blackboard Full Grade Center interface. At the top, there are several menu items: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. The 'Work Offline' menu is open, showing 'Upload' and 'Download' options. A red arrow points to the 'Download' option. Below the menu, there is a 'Grade Information Bar' with a 'Last Saved' timestamp of 'February 7, 2014 12:05 PM'. Below the bar is a table with columns for 'Last Name', 'First Name', 'Assignments', 'QUIZ MIN/MAX', 'Wiki Report', and 'Unit 1 Quiz'. The table contains three rows of student data:

Last Name	First Name	Assignments	QUIZ MIN/MAX	Wiki Report	Unit 1 Quiz
Casper	Chris	--	20.00%	10.00	99.00
Cooper	Ashby	--	100.00%	!	98.00
Durand	Porter	--	100.00%	--	97.00

Step 2

While on the download page, choose what information you wish to download:

- Full Grade Center will enable you to download the Full Grade Center to access all of the grade information while offline.
- Selected Column will allow you to download a specific column (i.e. Assignments) for offline use.
- User Information Only will allow you to download the basic information (Name, UserID, etc.) about the students enrolled in your course.

1. Data

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

Step 3

After selecting what data to download, next choose the download type. Both comma delimited (.CSV) and tab delimited (.XLS) will open in Microsoft Excel. However, tab delimited is the most common standard.

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.

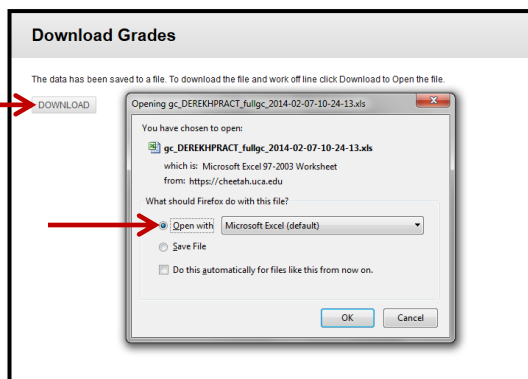
Delimiter Type Comma Tab

Include Hidden Yes No

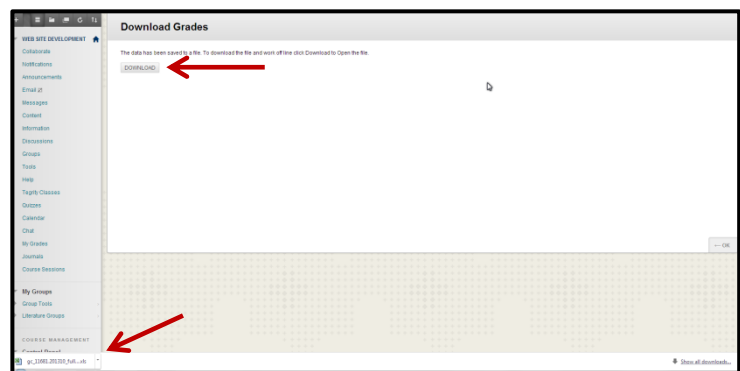
Information Hidden information includes columns and users that have been hidden from view.

Step 4

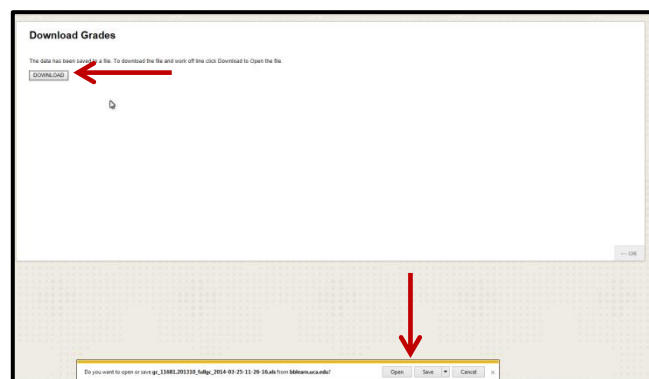
After selecting the options you prefer, choose submit at the top or bottom of the page. This will bring you to the download page where you will select the Download button to open/save the file to your computer. Follow the on screen prompts to open/save (different for each browser).



Firefox 27.0.1



Chrome 33.0.1750.154



Internet Explorer 11.0.9600.16521

Step 5

The Full Grade Center is now accessible in Microsoft Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Last Name	First Nam	Username	Assignme	QUIZ MIN	Wiki Rep	Unit 1 Qui	TOTAL QU	Midterm	Total [Tot	Practice Q	Unit 2 Qui	What do y	Unit 3 Qui	Journal: S	Journal: G	
2	Casper	Chris	ccasper		20.00%		10			156.6			Complete				
3	Cooper	Ashby	acooper		98.00%	Needs Gr	49	79		172.0444		30			Needs Gr	Needs Gr	
4	Durand	Porter	pdurand		100.00%					100			Complete			Needs Grading	
5	Herrera	Linda	lherrera		70.00%					82.5			Complete				
6	Johnson	Ryan	rjohnson2		50.00%	Needs Gr	Needs Gr	60		180.6875		30	Complete		30	Needs Gr	Needs Gr
7	Lopez	Bruce	blopez		66.67%	Needs Gr		35	55	139.1852			20				
8	Perez	Javier	jperez		33.33%		Needs Gr		10	20			10				
9	Scott	Sandra	sscott		33.33%	Needs Gr	Needs Gr		10	172.6667			10	Complete			
10	Spooner	Sarah	sspooner		95.00%		Needs Grading			218.125			In Progres	Complete			
11	Tsai	Mark	mtsai		20.00%		Needs Grading			153.625							

Step 6

With the Full Grade Center downloaded offline, you can make edits in Excel and upload the changes online. In this example we will edit the grades for Unit 1 Quiz.

Before

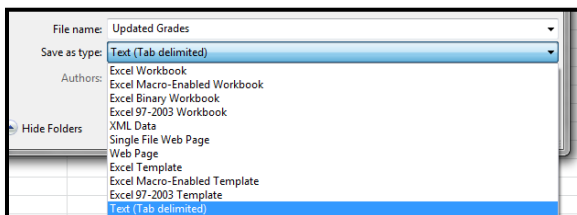
	A	B	C	D	E	F	G
1	Last Name	First Nam	Username	Assignme	QUIZ MIN	Wiki Re	Unit 1 Quiz [Total Pts: 50]
2	Casper	Chris	ccasper		20.00%	10	
3	Cooper	Ashby	acooper		98.00%	Needs Gr	49
4	Durand	Porter	pdurand		100.00%		Needs Grading
5	Herrera	Linda	lherrera		70.00%		
6	Johnson	Ryan	rjohnson2		50.00%	Needs Gr	Needs Grading
7	Lopez	Bruce	blopez		66.67%	Needs Gr	35
8	Perez	Javier	jperez		33.33%		Needs Grading
9	Scott	Sandra	sscott		33.33%	Needs Gr	Needs Grading
10	Spooner	Sarah	sspooner		95.00%		Needs Grading
11	Tsai	Mark	mtsai		20.00%		Needs Grading
12	Wagner	Henry	hwagner		0.00%	Needs Gr	Needs Grading

After

	A	B	C	D	E	F	G
1	Last Name	First Nam	Username	Assignme	QUIZ MIN	Wiki Re	Unit 1 Quiz [Total Pts: 50]
2	Casper	Chris	ccasper		20.00%	10	99
3	Cooper	Ashby	acooper		98.00%	Needs Gr	98
4	Durand	Porter	pdurand		100.00%		97
5	Herrera	Linda	lherrera		70.00%		95
6	Johnson	Ryan	rjohnson2		50.00%	Needs Gr	93
7	Lopez	Bruce	blopez		66.67%	Needs Gr	92
8	Perez	Javier	jperez		33.33%		91
9	Scott	Sandra	sscott		33.33%	Needs Gr	100
10	Spooner	Sarah	sspooner		95.00%		50
11	Tsai	Mark	mtsai		20.00%		92
12	Wagner	Henry	hwagner		0.00%	Needs Gr	91
13							

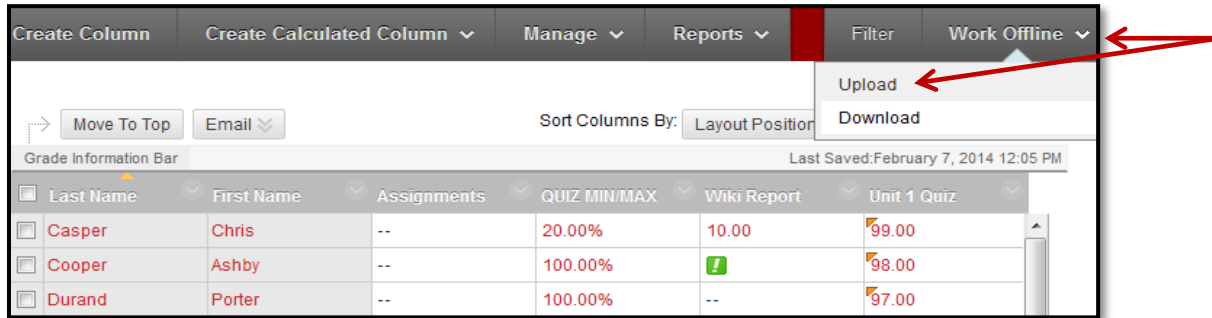
Step 7

When you are finished editing the grades, save the file. When saving your changes, it is important to save the document in the same file type you downloaded. Previously we downloaded this file as a tab delimited file. So, for the Save As Type select Text (Tab delimited).



Step 8

To upload the updated grades, go to the Full Grade Center and hover over the Work Offline icon then click Upload.

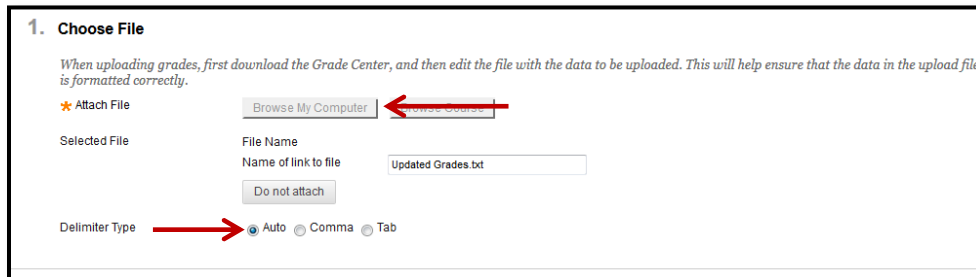


Last Name	First Name	Assignments	QUIZ MIN/MAX	Wiki Report	Unit 1 Quiz
Casper	Chris	--	20.00%	10.00	99.00
Cooper	Ashby	--	100.00%	!	98.00
Durand	Porter	--	100.00%	--	97.00

Step 9

Click Browse My Computer and choose the updated file from your computer.

When selecting the Delimiter Type, choose Auto. This will automatically select the correct file type. Finally, choose the Submit button at the top or bottom of the page.



1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

★ Attach File

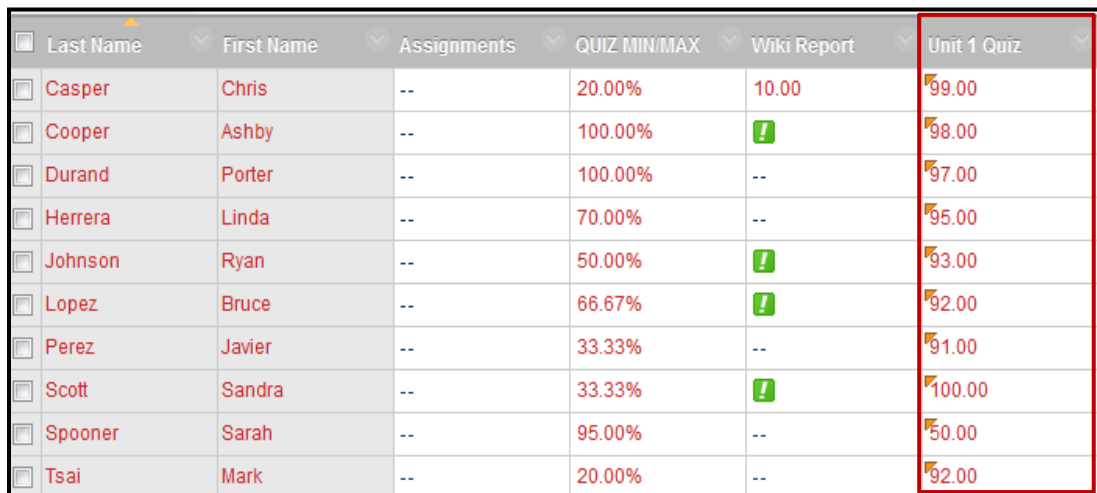
Selected File: File Name: Updated Grades.txt

Do not attach

Delimiter Type: Auto Comma Tab

Step 10

The grades that were edited in Microsoft Excel for the Unit 1 Quiz Column (see Step 6) are now updated in the Full Grade Center.



Last Name	First Name	Assignments	QUIZ MIN/MAX	Wiki Report	Unit 1 Quiz
Casper	Chris	--	20.00%	10.00	99.00
Cooper	Ashby	--	100.00%	!	98.00
Durand	Porter	--	100.00%	--	97.00
Herrera	Linda	--	70.00%	--	95.00
Johnson	Ryan	--	50.00%	!	93.00
Lopez	Bruce	--	66.67%	!	92.00
Perez	Javier	--	33.33%	--	91.00
Scott	Sandra	--	33.33%	!	100.00
Spooner	Sarah	--	95.00%	--	50.00
Tsai	Mark	--	20.00%	--	92.00