

Instructions to Download Grades from Blackboard Grade Center

These instructions assume that you have already established a column in your Blackboard grade book for final grades, and entered the letter grades in that column. Also, make sure your Blackboard roster does not include any “extra” names (students who dropped the class, for example) before you begin.

Download Blackboard Grade book:

- 1) Click 'Grade Center' in your Blackboard site's Control Panel
- 2) Using the Work Offline drop down (in the upper right hand corner), click on Download
- 3) Check the box next to 'Selected Column' in the drop down box choose your final grade column
- 4) Click 'Comma' as delimiter type
- 5) Click 'Submit'
- 6) Click 'Download' button
- 7) Save the file to a secure directory and note the location so that you can find it easily (Do not change the file name or file type!)
- 8) Click 'Save' and download is completed

Prepare Spreadsheet for Uploading:

- 1) First, open your Excel program (Do not open the downloaded grade book file!)
- 2) Under the File menu link (or MSO icon), select 'Open,' then find the downloaded grade book file wherever you saved it, select it, and click 'Open'. If you receive a pop up window asking you to "... verify that the file is not corrupted", select 'Yes'
- 3) The Text Import Wizard will pop up (see below)
- 4) Select the Delimited button, then click Next
- 5) On the Step 2 screen (see below), deselect/uncheck the Tab checkbox, select the Comma checkbox, and also select the Other checkbox;

- 6) To the right of the Other checkbox, add a | (called a 'pipe' character, located above the Enter key on your keyboard);
- 7) In the Text qualifier pull-down menu, choose {none}, then click Finish;
- 8) Your grade book file will now open in Excel.
- 9) Next, delete the Last Name, First Name, Username, Availability, and Last Access columns from the spreadsheet (select entire column, right click, delete);
- 10) Your spreadsheet should now have only the Student ID's in the first column and letter grades in the second column;
- 11) Remove the quotation marks from the Student ID's and grades. Go to the Edit menu and choose 'Replace' (see below). (If using Excel 07' or later, choose the Replace link found under the Home tab)
- 12) In the 'Find What' field, add a " and leave the 'Replace' field empty.
- 13) Click 'Replace All' then Close. Your file is now ready to upload to Enroll and Pay. (If no " " are found this is okay. The file should be ready to use).

For assistance, contact IDS at ids@ku.edu, or call 4-2600.