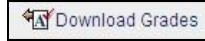


Downloading And Uploading grades from Excel Educational Technolgy Center

1. Go to **Blackboard** (<http://blackboard.umaryland.edu>) and choose your **course**
2. On the lower left hand side of the navigation menu under Tools, chose **Control Panel**
3. In the **Control Panel**, choose **Gradebook** under Assessments.

4. Select the Download Grades link



5. Select the **Comma Delimiter** button 



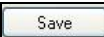
6. Click the **Submit** button 




7. Choose Download 



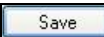
8. Click the **Save** button 



9. Keep the csv_auto_file 

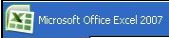



10.  Click the **Save** button



11. Wait a few minutes until the file downloads to your computer.

12. Select the Microsoft Office Excel by clicking on **Start, All Programs, Microsoft Office** and choose **Microsoft Office Excel** 



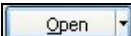
13. The Microsoft Excel - Book1 window opens 



14. Select the **Open** menu item 

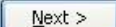


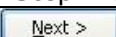
15. Click the **Open** button 



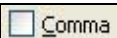
16. Select the gb_eport.csv that you downloaded to your desktop

17. The Text Import Wizard - Step 1 of 3 dialog opens

- Click the **Next >** button 



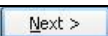
18. Select the **Comma** check box 



19. Deselect the **Tab** check box 





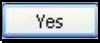

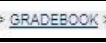

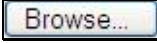
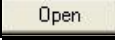
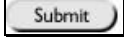


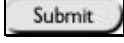


20. Click the **Next >** button 



21. Click the **Finish** button 



Downloading And Uploading grades from Excel Educational Technolgy Center

22. Enter the grades in column you want to change in the Excel Worksheet. For this example we are utilizing Column 3.
23. Grades have been entered 
24. Select the **Save** menu item 
25. The Microsoft Office Excel dialog opens
Click the **Yes** button 
26. Go back into the Blackboard Application already opened and click ok 
27. Go back to the **Gradebook** 
28. Select the **Upload Grades** link 
29. Click the **Browse** button 
30. Select the gb_eport.csv item
31. Click the **Open** button 
32. Click the **Submit** button 
33. Select the Grade3 column you want to have the grades upload to. 
34. Select the radio button 
35. Click the **Submit** button 
36. Select the check boxes of the grade you want to upload
37. Click the **Submit** button 
38. Click **OK** 
39. Your grades have been uploaded for the Grade 3 item