

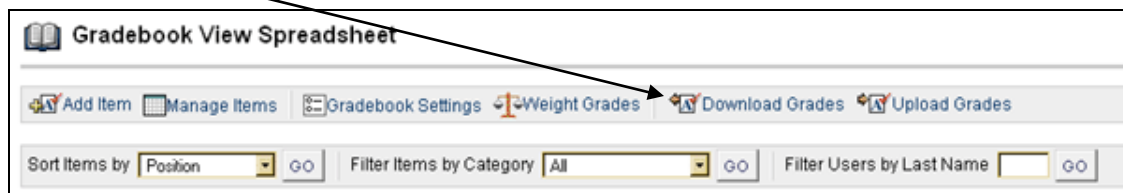
# Using the Gradebook with MS Excel

The Gradebook posts all student grades associated with tests and assignments. You can download the Gradebook to Microsoft Excel for offline work on your computer, then upload it back to Blackboard.

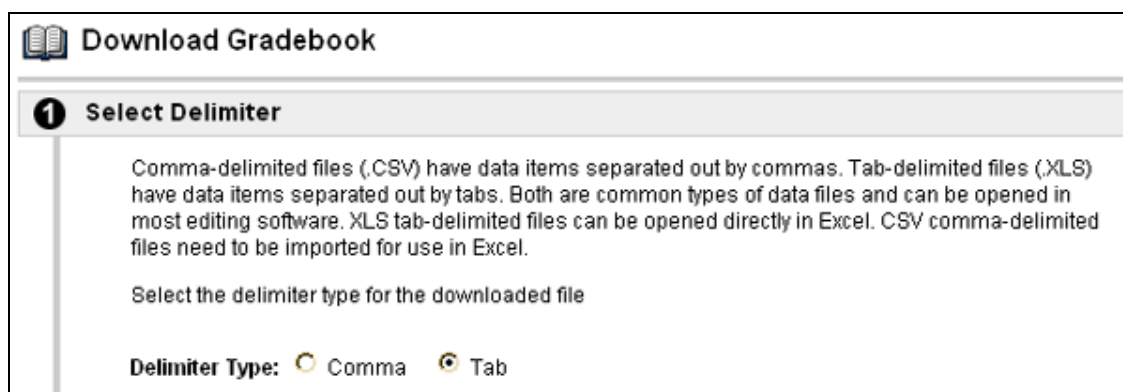
## Part A – Exporting the Gradebook to Excel

**Step 1:** In the Control Panel, click **Gradebook**.

**Step 2:** Click **Download Grades**.

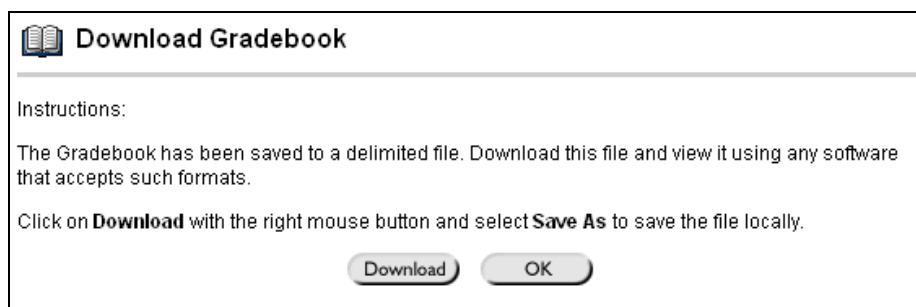


**Step 3:** Select either the **Comma** or **Tab** delimiter type (usually, Tab is best).



**Step 4:** Click **Submit**.

**Step 5:** Right-click **Download**.



**Step 6:** If using Firefox, choose **Save Link As**. If using Internet Explorer, choose **Save Target As**.

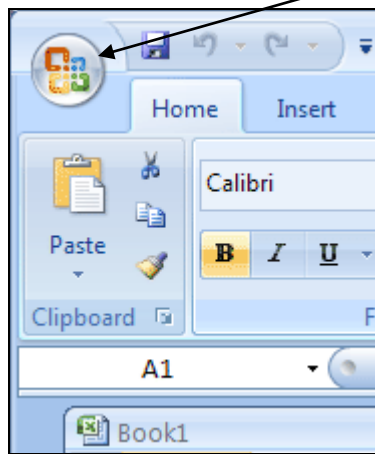
**Step 7:** In the Save As dialogue box, choose where you want to save the file (such as in your NNU network N: drive or on a USB drive), and name the file appropriately.

**Step 8:** Click **Save**.

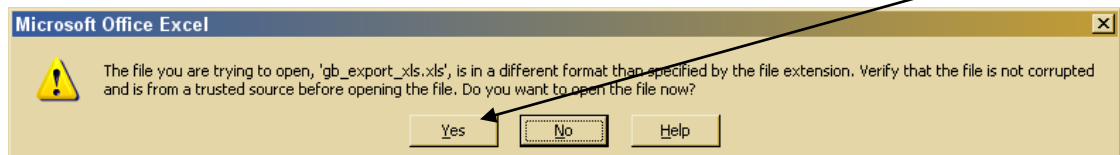
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## Part B – Opening the Gradebook in Excel

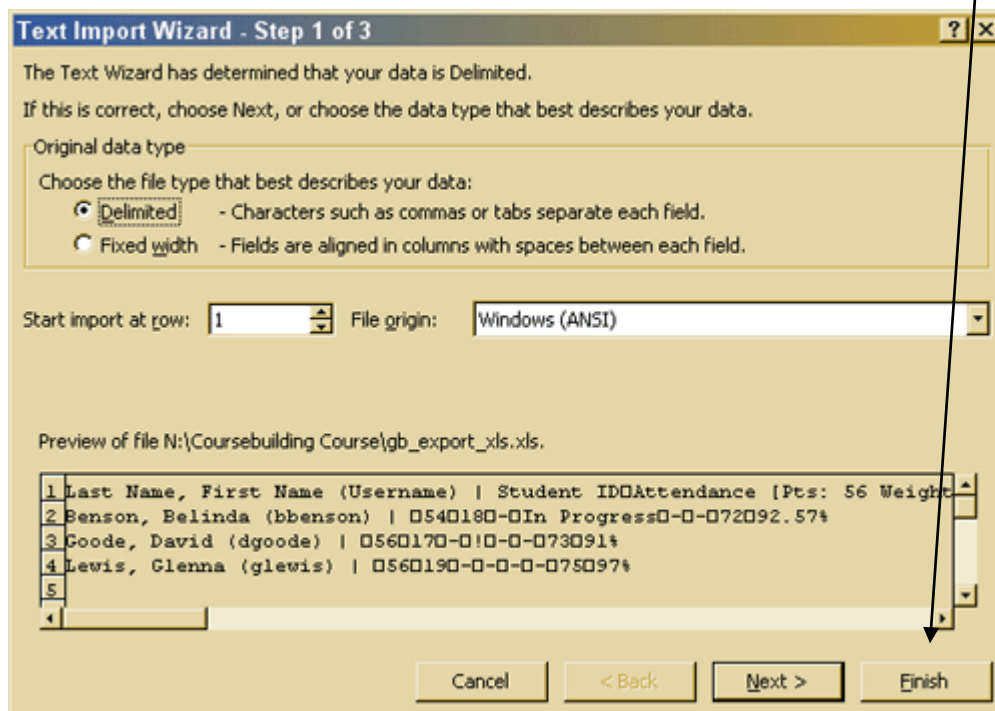
- Step 1:** On your computer, open the Microsoft Excel program (On a PC, go to **Start > All Programs > Microsoft Excel**).
- Step 2:** In Excel 2007, click the **Office button > Open**. In Excel XP, click **File > Open**.



- Step 3:** Browse among your files to find the file you just saved.
- Step 4:** Double-click the file to open it.
- Step 4a:** If you saved the file as a tab-delimited file, you will likely see this message. Click **Yes**.



- Step 4b:** On the Text Import Wizard screen, stay with the default choices and just click **Finish**.

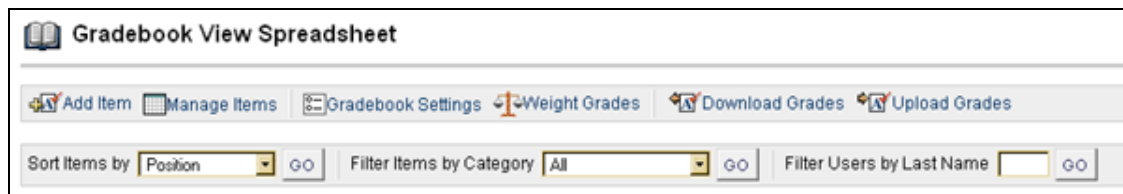


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## Part C – Uploading the Gradebook from Excel

**Step 1:** In Microsoft Excel, make your changes as desired (such as adding new columns of data), then save the file as a Comma Separated File.

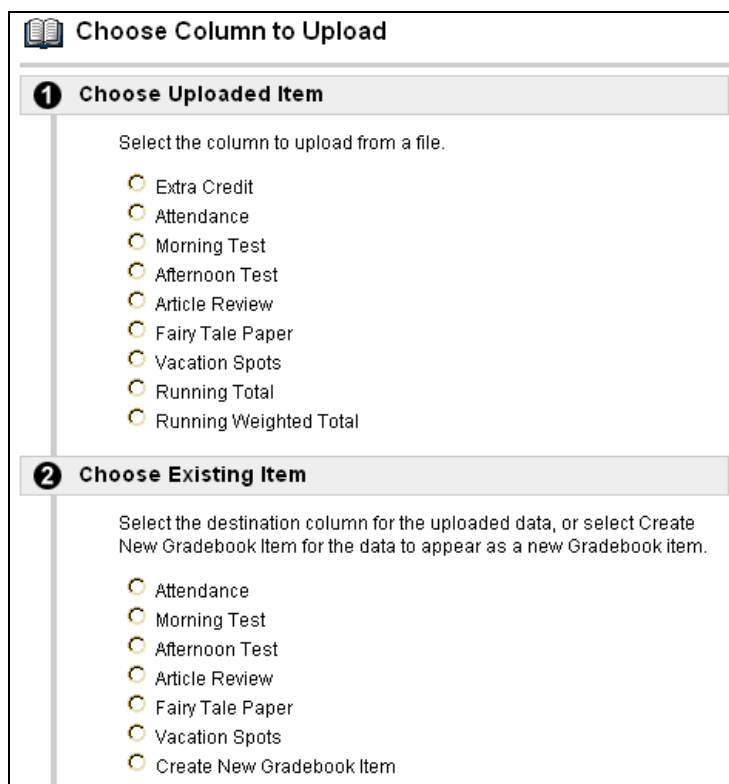
**Step 2:** In Blackboard, click **Upload Grades**.



**Step 3:** Browse among your files to find the file you just saved.

**Step 4:** Click **Submit**.

**Step 5:** Select the desired column to upload and the desired destination column, or choose a new column. Note that you can only upload one column of data at a time.

The screenshot shows the 'Choose Column to Upload' dialog box. It is divided into two sections. The first section, '1 Choose Uploaded Item', contains the instruction 'Select the column to upload from a file.' and a list of radio button options: 'Extra Credit', 'Attendance', 'Morning Test', 'Afternoon Test', 'Article Review', 'Fairy Tale Paper', 'Vacation Spots', 'Running Total', and 'Running Weighted Total'. The second section, '2 Choose Existing Item', contains the instruction 'Select the destination column for the uploaded data, or select Create New Gradebook Item for the data to appear as a new Gradebook item.' and a list of radio button options: 'Attendance', 'Morning Test', 'Afternoon Test', 'Article Review', 'Fairy Tale Paper', 'Vacation Spots', and 'Create New Gradebook Item'.

**Step 6:** Click **Submit**.

**Step 7:** Make any adjustments necessary on the Modify Gradebook Item page, then click **Submit**.

**Step 8:** Click **Select All** to choose all students in your course, then click **Submit**.

If desired, you can click **Manage Items** to reorder the Gradebook items.