

# Export/Import Grade Roster from Blackboard Faculty Grade Entry

1. Log in to Blackboard
2. Under *My Course* select the course you wish to export a grade roster
3. Under the Course Management section select *Grade Center* then select *Full Grade Center*
4. The column with the green check mark is the External Grade column and will be the column exported as the final grade. It must be defined as a letter grade in order to properly import. Follow screen shots below to change the primary display to a letter grade and setting the external grade.

Note: Blackboard sets up a default "Total" column that will sum all assignment grades and assign a grade based on default calculations. However, this is customizable. Please contact Blackboard Support at (812)237-7000 or [isu-blackboard-support@mail.indstate.edu](mailto:isu-blackboard-support@mail.indstate.edu) for assistance with customizing your grade center.

**Grade Center : Full Grade Center** ▾

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press Enter. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)*

Create Column   Create Calculated Column ▾   Manage ▾   Reports ▾   Filter   Work Offline ▾

Move To Top   Email ▾   Sort Columns By: Layout Position ▾   Order: Descending ▾   Last Saved: March 2, 2015 10:43 PM

	Last Access	Availability	Weighted Total	✓ Total
	March 2, 2015	Available	--	152.00
		Available	--	--
	December 9, 2014	Available	--	--
	February 22, 2015	Available	--	150.00
	March 3, 2015	Available	--	163.00
<input type="checkbox"/> Cronin   Carmen   ccronin	March 2, 2015	Available	--	165.00

*Click drop down and edit column information*

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Setting the primary display to letter:

## COLUMN INFORMATION

\* Column Name

Grade Center Name

*Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.*

Description

**T** **T** **T** Arial  **T** **:** **:** **:**

The unweighted sum of all grades for a user.

Change primary display to "letter" and click submit at top of page

Path: p

Primary Display

*Calculated grades display in this format in both the Grade Center and My Grades.*

If you have created your own final grade column you will need to ensure it is set as the 'External Grade' before exporting your grade roster.

Create Column Create Calculated Column Manage Reports Filter Work Offline

Grade Information Bar Sort Columns By: Layout Position Order: Ascending

Last Saved: September 14, 2015 2:05 PM

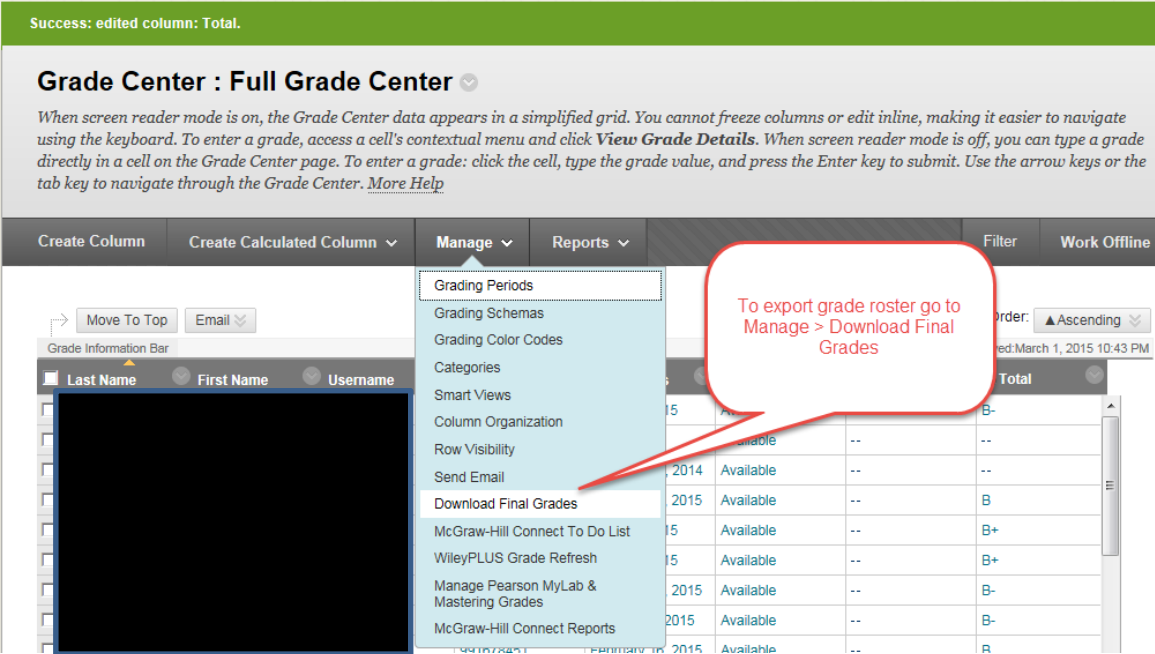
Last Name	Module 3	Module 4	Exam 1	Exam 2	Final Exam	final grade	Final Grade
	--	--	78.00	--	--	B	
	--	--	--	--	--	B	
	--	--	--	--	--	--	
	--	--	84.00	--	--	B	
	--	--	84.00	--	--	B+	
	--	--	87.00	--	--	B+	

- Quick Column Information
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)

# Export/Import Grade Roster from Blackboard Faculty Grade Entry

Exporting the Roster:

Click the *Manage* menu, select *Download Final Grades*



Save file as Excel Spreadsheet (.xls) or Microsoft Excel Open XML Spreadsheet (.xlsx)

	A	B	C	D	E	F	G	H	I	J
1	Term Code	CRN	First Name	Last Name	UserID	ID	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date
2	201501	12120	Student 1	A	student1A	991779791	A			
3	201501	12120	Student 2	A	student2A	991779792	B			
4	201501	12120	Student 3	A	student3A	991779793	B+			
5	201501	12120	Student 4	A	student4A	991779794	C			
6	201501	12120	Student 5	A	student5A	991779795	C-			
7										
8										
9										

# Export/Import Grade Roster from Blackboard Faculty Grade Entry

Importing the Roster:

Click on the Interim Grades or Final Grades tab depending on which you are importing.

Select the course you wish to import a grade roster, under Tools select the Import option

- You can only import grades for one course at a time. You can use a merged course final grade roster exported from Blackboard but would need to import the file multiple times, once for each CRN.

Indiana State University Faculty Grade Entry interface. The 'Midterm Grades' tab is selected. A settings menu is open, showing the 'Import' option highlighted. The main content area displays a table of courses and an 'Enter Grades' section for two students.

Status	Course	CRN	Section	Title	Semester
Not Started	ACCT - Accounting	311	301	Cost Accounting	202101 - Spring 2021
Completed	ECON - Economics	100	301	Basic Economics	202101 - Spring 2021

Full Name	ID	Interim Grade	Last Attend Date
Sam Sycamore A	991999991	<input type="text"/>	<input type="text"/>
Sam Sycamore B	991999992	<input type="text"/>	<input type="text"/>

# Export/Import Grade Roster from Blackboard

## Faculty Grade Entry

Select grade roster file exported from Blackboard then click next.

**Import** Cancel

1 **Select** | 2 Preview | 3 Map | 4 Validate | 5 Finish

### Select a File for Import

You may import a file with faculty grade entry data.

*Browse* **Upload**

**Select file you exported from Blackboard**

**Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)**

**Continue**

# Export/Import Grade Roster from Blackboard Faculty Grade Entry

Ensure "My spreadsheet has headers" box is checked. Click next.

**Import** **Cancel**

1 Select | **2 Preview** | 3 Map | 4 Validate | 5 Finish

### Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Final Grade	Last Attended Date	Incomplete Final Grade	Extension Date
1	202101	12791	Sam, Sycamore A.	991999991	A+			
2	202101	12791	Sam, Sycamore B.	991999992	B			

Go Back **Continue**

# Export/Import Grade Roster from Blackboard

## Faculty Grade Entry

Columns from Blackboard file are automatically mapped to the appropriate field in the grading module.

**Note: You can use the same exported file from Blackboard to import Interim grades if desired.**

**The only difference is that you need to map the “Final Grade” column from Blackboard to “Interim Grade”, see screen shots below.**

Importing Final Grade: no changes needed on mapped columns

**Import** **Cancel**

1 Select | 2 Preview | **3 Map** | 4 Validate | 5 Finish

### Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

✓ Term Code\*   ✓ CRN\*   ✓ Student ID\*   ✓ Final Grade  
✓ Last Attended Date   ✓ Incomplete Final Grade   ✓ Extension Date

**Map** Term Code\*   CRN\*   Other   Student ID\*   Final Grade   Last Attended   In

Row	Term Code	CRN	Full Name	Student ID	Final Grade	Last Attended Date	I
1	202101	12791	Sam, Sycamore A.	991999991	A+		
2	202101	12791	Sam, Sycamore B.	991999992	B		

Go Back **Continue**

# Export/Import Grade Roster from Blackboard Faculty Grade Entry

Importing Interim Grades: must select Interim Grade from drop down

**Import** Cancel

1 Select | 2 Preview | 3 **Map** | 4 Validate | 5 Finish

### Map Columns

Use the drop down lists to map the columns on the Faculty Attendance Page.

Fields marked with \* are required fields. They must be mapped in order to continue the import process.

✓ Term Code\*    ✓ CRN\*    ✓ Student ID\*    **Interim Grade**

✓ Last Attended Date

**Map** Term Code\* CRN\* Other Student ID\* Other Last Attended Date

Row	Term Code	CRN	Full Name	Student ID	Other	Last Attended Date
1	202101	12791	Sam, Sycamore A.	991999991	Other	
2	202101	12791	Sam, Sycamore B.	991999992	Other	

Go Back Continue

Notice this column doesn't auto map since we are importing Interim Grades. You MUST change the drop down to "Interim Grade". You will then see the green check mark that the column is correctly mapped

Once columns are appropriately mapped, click next. The next screen will show how many records will be successfully imported. Any import errors or unchanged records will be noted in the validation report which can be downloaded for review. Click Import if you wish to import file.