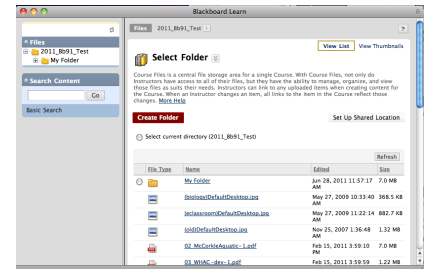
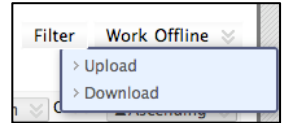


This documentation provides instructions on using Excel in conjunction with your Blackboard 9.1 Grade Book to keep backups of your records or for more precise grade manipulation not available within Blackboard.

We suggest that you create all assignments in the Grade Center in Blackboard, export them to Excel, manipulate the grades as needed and then upload them back into Blackboard. It is also highly suggested you backup your grade book periodically throughout the semester in case a grade is deleted by mistake. It is also *strongly encouraged* that you backup your grade book at the end of each semester so that you have a final copy available to you, especially since seniors are removed from Blackboard during the summer after graduation.

To export grades:

1. Open the [Grade Center](#) page. Hover over the **Work Offline** button located in the top right corner of the Grade Center. A drop-down menu will open, providing you with the options to **Upload** or **Download** a grade book.
2. To save a copy of your grade book in Excel, select **Download**. The [Download Grades](#) page will open, prompting you to adjust the download settings. In Field 2 (Options), choose **Tab** as the Delimiter Type (this will make your file easier to open in Excel). You can choose to save the file on your computer or within Blackboard.
3. To save to your computer, choose **My Computer** in Field 3 and click **Submit**. Another [Download Grades](#) page will open. Click the **Download** button to download the file to your computer.
4. To save the file within Blackboard, choose **Content Collection** in Field 3 on the [Download Grades](#) page and click **Browse**. The [Select Folder](#) page will open, allowing you to choose where to save the file. When you have selected a location or created a new folder in which to save the file, scroll to the bottom of the page and click **Submit**. The [Download Grades](#) page will open again with the file location entered. Once your other settings are configured, click **Submit**.



To import grades stored in an Excel file:

1. Open the [Grade Center](#) and hover over the **Work Offline** button. Select **Upload** from the drop-down menu that appears.
2. The [Upload Grades](#) page will open. In Field 1, click the **Choose File** button to find the file with grades to be imported. Leave the Delimiter Type as **Auto**. Click **Submit** when finished.
3. The [Upload Grades Confirmation](#) page will open. Any modified fields will be marked with a blue checkbox. Any unchanged fields will have a message that reads, "No Data Updates." If everything is correct, click **Submit**. You will be directed back to the [Full Grade Center](#) with the updates incorporated.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	The importance of modern languages	<input checked="" type="checkbox"/>	The importance of modern languages	-	No Data Updates
<input checked="" type="checkbox"/>	Communicate with me	<input checked="" type="checkbox"/>	Communicate with me	8,8,8,8,8,8	
	Favourite technology tool for academic purposes?	<input checked="" type="checkbox"/>	Favourite technology tool for academic purposes?	-	No Data Updates