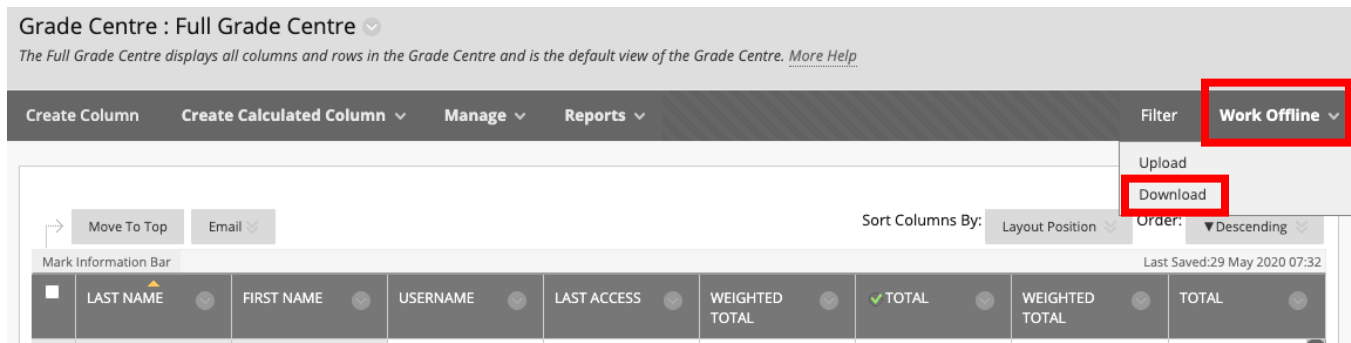


## Import Marks into Grade Centre from Excel

### Blackboard Quick Guide

If you have been recording student marks in Excel, you can import those into Grade Centre at the end of semester. Note the [caveats and recommendations](#) at the end of this document. **Your marks file must be in the correct format.** To ensure this, first Export the Grade Centre.

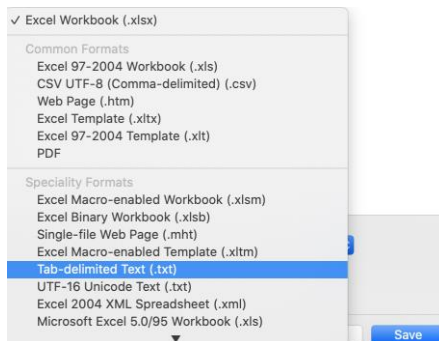
Open Full Grade Centre and from the far right hand side choose “Work Offline” and “Download”.



The screenshot shows the 'Grade Centre : Full Grade Centre' interface. At the top right, there is a 'Filter' dropdown menu with 'Work Offline' selected. Below this, there is an 'Upload' button and a 'Download' button, both highlighted with red boxes. The main area shows a table with columns: LAST NAME, FIRST NAME, USERNAME, LAST ACCESS, WEIGHTED TOTAL, TOTAL, WEIGHTED TOTAL, and TOTAL. The 'TOTAL' column has a green checkmark icon. The 'Last Saved' timestamp is 29 May 2020 07:32.

Keep the default values of “Full Grade Centre” and “Tab Delimited” (“Comma Separated” will also work) in the download.

Use the downloaded file to enter marks and new assessment columns. Make sure that **before** the upload this file is saved either as a **comma delimited file** or a **tab delimited file**, not as an Excel spreadsheet.



The screenshot shows a 'Save' dialog box with the file type 'Excel Workbook (.xlsx)' selected. Under 'Common Formats', 'Excel 97-2004 Workbook (.xls)' is selected. Under 'Speciality Formats', 'Tab-delimited Text (.txt)' is selected. The 'Save' button is at the bottom right.

When all marks have been entered and the file is saved in the correct format, again choose “Work Offline” from the Full Grade Centre, but this time choose “**Upload**”.

Review the Upload confirmation screen, then click Submit. You should see a notice appear confirming additions you’ve made, in this case a new column called Assessment 1:

New Columns Added: Assessment 1

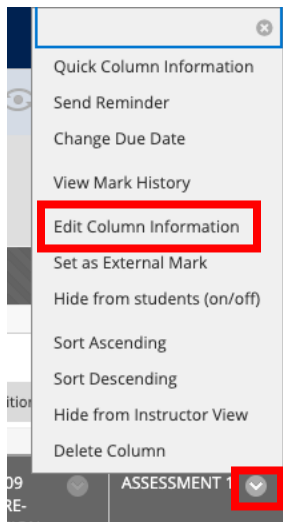
Grade Centre : Full Grade Centre ▾

*The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view.*

Create Column   Create Calculated Column ▾   Manage

**IMPORTANT!** To ensure Peoplesoft can locate the correct columns, each assessment column **must be manually identified** with a Grade Centre column name, even though you can see the correct name in the Grade Centre.

In Grade Centre, click on the drop-down arrow next to the title of the assessment you are editing and select “Edit Column Information”:



You must enter the Peoplesoft name of the assessment (Assessment 1, Assessment 2, etc.) in the Grade Centre Name box:

Edit Column

*Mark Columns represent any student effort that is measured. Columns for gradable items are created in the Grade Centre by creating a Mark Column. [More Help](#)*

★ Indicates a required field.

**COLUMN INFORMATION:**

★ Column Name   Assessment 1

Grade Centre Name   **Assessment 1**


Description


This does not happen automatically.

While you are in this section, also check that the “Points Possible” matches the “Maximum Points” set up in Peoplesoft for this assessment, and that the “Primary Display” (what the students see) and the “Secondary Display” (what the academics can see) are set up to your liking, and also choose whether to “Show this column to students”.

## Caveats and Recommendations

- Peoplesoft can only import marks, not grades, so ensure that the values in your spreadsheet are numbers, not letters. If you want students to see a grade in Grade Centre, not a mark, edit the Column Information in Grade Centre choose the following options:

Primary Display    
*Marks must be entered using the selected format. Marks display in*

Secondary Display    
*This display option is shown in the Grade Centre only.*

This will result in students seeing only the Grade, but just academics will also see the mark in Grade Centre.

You can also hide the column from students altogether, toggle “Hide from students (on/off)” in Grade Centre.

- If the assessment item isn’t created in Blackboard (for example a paper exam, or a physical portfolio of work), then a column will not be created for it automatically in Grade Centre. The simplest thing to do is to create the column in Grade Centre, titled “Assessment x”, set it up as you’d like it with marks weighting, visibility options etc, then export the Grade Centre. You **must** still manually enter the Grade Centre name of the assessment column [as described above](#). Then you enter the numerical marks to that column of the exported spreadsheet.
- When importing marks, you can choose individual columns to import, meaning that it’s possible to run a mix of marking in Blackboard for some assessments and keeping marks in a spreadsheet for others. Please double check both sets of marks before and after the export/import.