

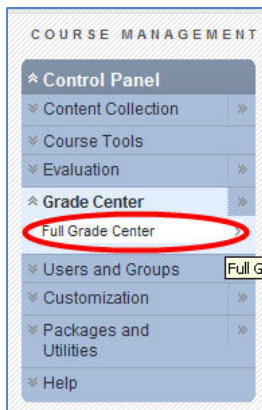
Blackboard 9 Training – University of St. Thomas

Upload Grade Center Spreadsheet

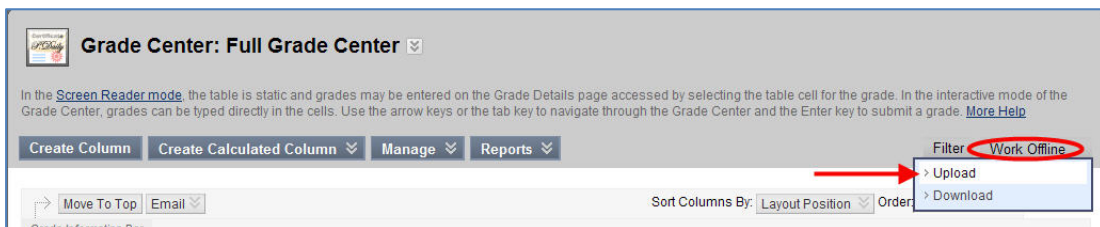
In Blackboard, the Grade Center for each course can be downloaded, edited in a spreadsheet program, and uploaded with the new information.

*PC Users: The process works best if you save the file in Excel as .csv (comma-separated values) and use Internet Explorer to upload the file.

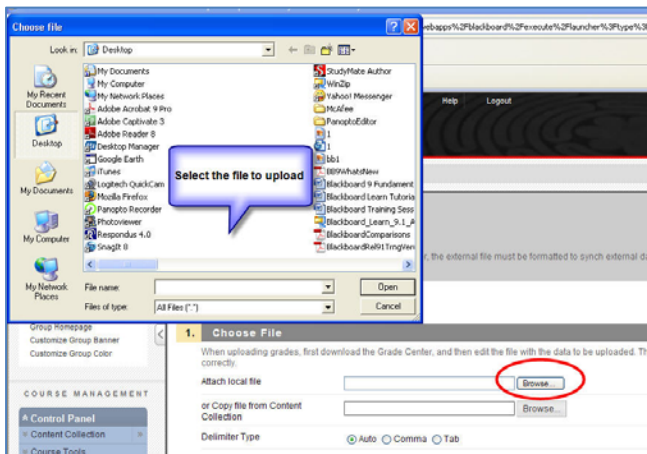
1. In the **Control Panel** area, click on Grade Center and the Full Grade Center.



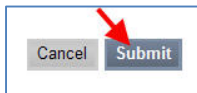
2. On the View Spreadsheet page, click on the **Offline** button on the far right and then click **Upload**.



- On the Upload Gradebook page, in the Choose File section, click the **Browse** button. In the File Upload dialogue box select your grade book file, and click the Open button.



- Click the Submit button.



- On the Upload Grades Confirmation page, click on the radio button to the left to choose the grade column you wish to upload from the file.

- Click **Submit**.

