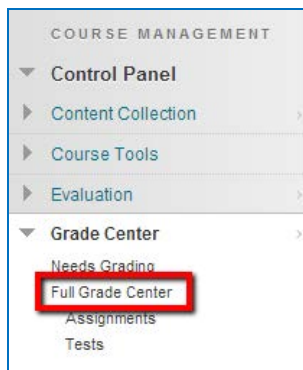


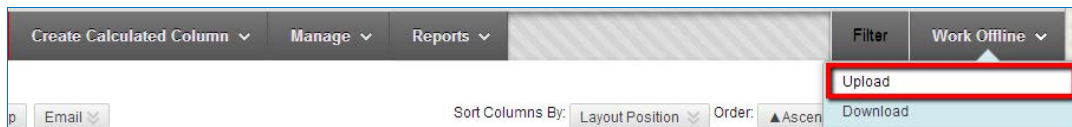
Uploading a Grade Center Spreadsheet

To upload (import) a grade spreadsheet back into Blackboard:

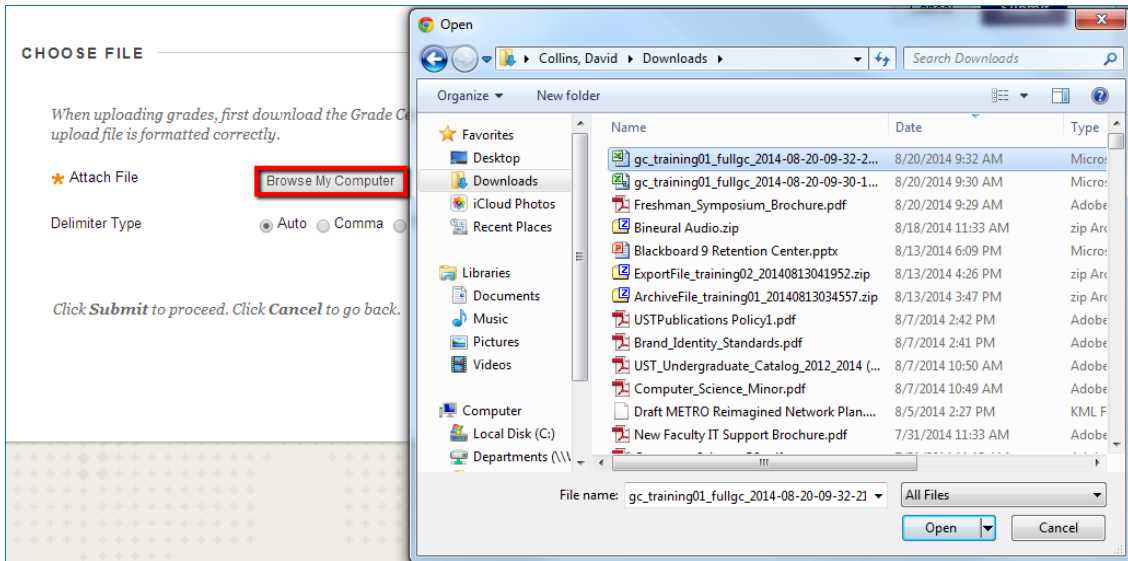
1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. On the Full Grade Center page, point to or click the **Work Offline** button on the far right, and select **Upload**.



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



4. Click the **Submit** button to proceed to the next step.



5. On the Upload Grades Confirmation page, confirm that the column names in the uploaded file match those in the current Grade Center grid. Differences should appear only if the column headers were modified during editing. Where is no obvious match, select the appropriate column from among the radio buttons displayed. Click **Submit** to complete the upload.

Upload Grades Confirmation			
<i>Review the list below and select what to upload, then click Submit.</i>			
Upload	Uploading Column	Match	Grade Center Column
	Weighted Total	✓	Weighted Total
	Total	✓	Total
	Photostory Introduction	✓	Photostory Introduction
	Test Chapter 1	✓	Test Chapter 1
	Discussion Question 1	✓	Discussion Question 1
	Class Participation	✓	Class Participation
	Discussion Question 1	✓	Discussion Question 1
	Chapter 2 Group Assignment	✓	Chapter 2 Group Assignment