

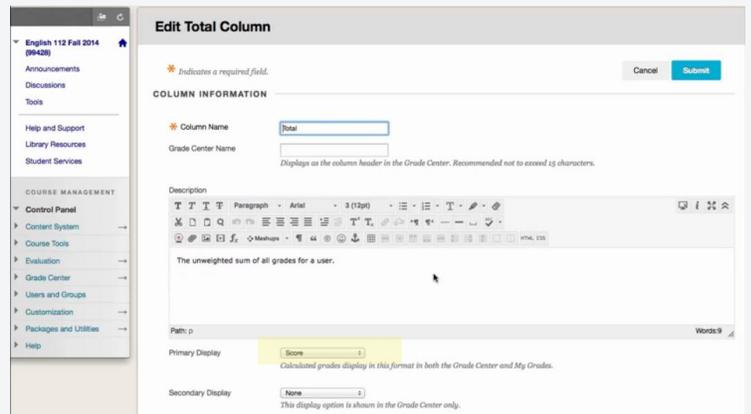


# Using the Export Grades Tool in Blackboard

In this video you will learn how to use the Export Grades tool in Blackboard. The Export Grades tool will create an Excel file with your students' grades ready for import to Faculty Grade Entry.

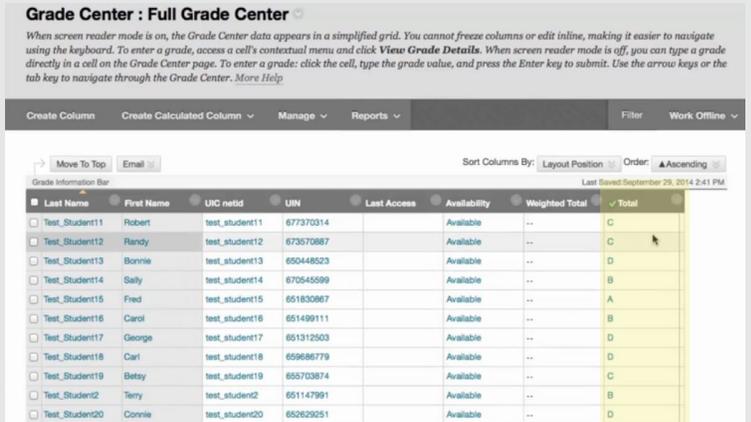
1 Faculty Grade Entry is configured to allow only letter grades from this set: A, B, C, D, and F. When the column in the Grade Center selected as the External Grade Column displays scores and does not display letter grades, the Export Grades feature will automatically convert the numeric scores scaled by the PointsPossible to letter grades using this default Grading Schema:

- A: 90% and above
- B: 80% and above but below 90%
- C: 70% and above but below 80%
- D: 60% and above but below 70%
- F: Below 60%

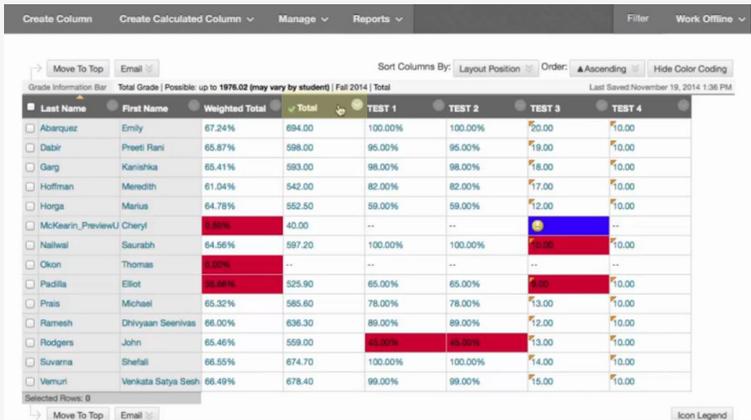


2 If your External Grade Column is simply a column of letter grades without scores, Exprt Grades will place those letter grades into the Excel file.

You can create and apply your own Grading Schema for the external grade column. Refer to the video -Creating a Grading Schema- for instructions.



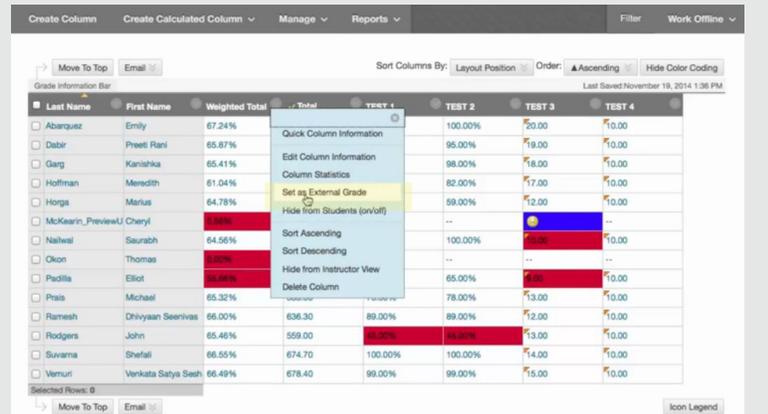
3 Before you export your grades, you will need to make sure the column that you are using to post final grades is correctly designated as the External Grade Column. If you are using the default Total column to hold your final grades, then you are set up to export grades without any additional work.





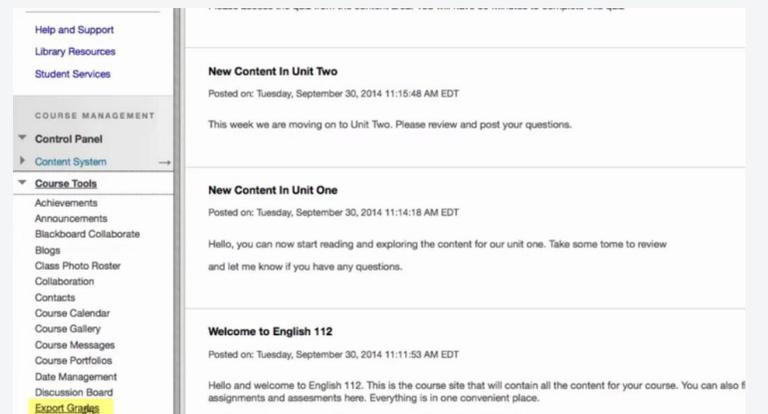
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**4** If you created a new calculated column different from the default Total column in the Grade Center, you will need to flag that as the External Grade Column prior to exporting your grades. Continue watching to the end of this video for instructions on that process.

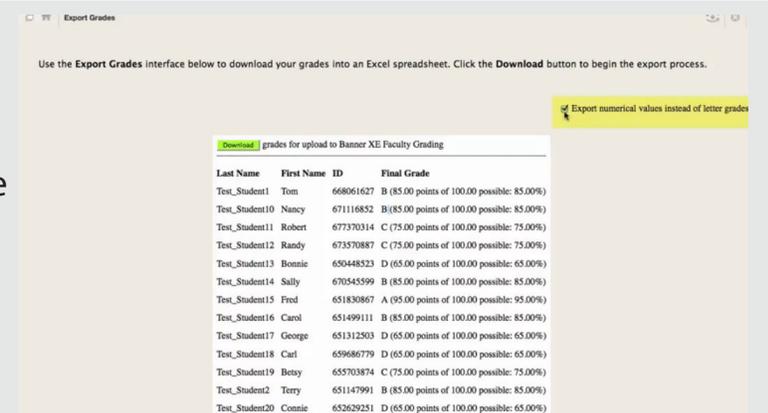


**5** To Export your grades, do the following:

- go to the course tools area on the course menu
- Select Export Grades
- The Export Grades page displays a list of your students and their Final Grades.

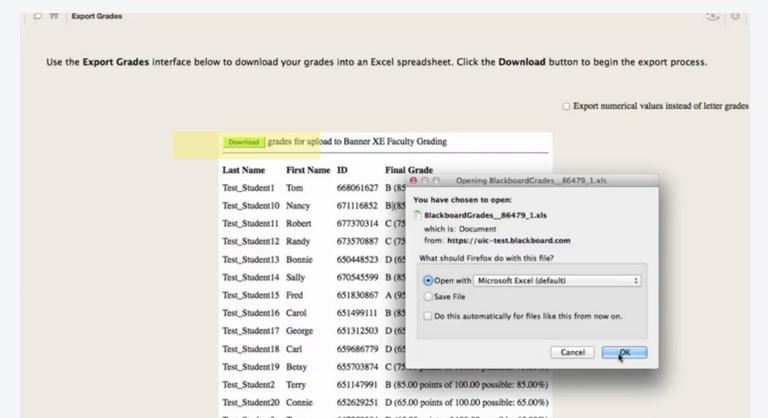


**6** In situations where you want to manually edit student grades based on their numeric total, select the Check to export numerical values only box to have Blackboard create a file with information about your students and their numeric scores.



**7** Click the green Download button to have Blackboard create an Excel file containing the grade information in the letter format required for importing to Faculty Grade Entry.

Save the file to your preferred folder.





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**8** The export grades process is complete. Refer to the -Importing a Blackboard or personal spreadsheet- video for help with importing to Faculty Grade Entry.

Full Name	ID#	Email	Confirmed	Course	Final Grade	Last Attended Date	Hours Attended	Incomplete Final Grade	Extension Date	Extension Date Constraints
Test_Student1 Tom	000001627	01111682	No	English A						Cannot modify default date
Test_Student11 Robert	011113065	011113065	No	English B						Cannot modify default date
Test_Student12 Randy	011113068	011113068	No	English B						Cannot modify default date
Test_Student13 Bonnie	011113069	011113069	No	English B						Cannot modify default date
Test_Student14 Sally	011113068	011113068	No	English B						Cannot modify default date
Test_Student15 Fred	011113070	011113070	No	English A						Cannot modify default date
Test_Student16 Carol	011113071	011113071	No	English A						Cannot modify default date
Test_Student17 George	011113072	011113072	No	English D						Cannot modify default date
Test_Student18 Carl	011113073	011113073	No	English D						Cannot modify default date
Test_Student19 Betty	011113074	011113074	No	English C						Cannot modify default date
Test_Student20 Conrad	011113075	011113075	No	English C						Cannot modify default date
Test_Student10 Tony	011113076	011113076	No	English F						Cannot modify default date
Test_Student8 Mike	011113077	011113077	No	English C						Cannot modify default date
Test_Student6 Micky	011113078	011113078	No	English C						Cannot modify default date
Test_Student5 Mary	011113079	011113079	No	English C						Cannot modify default date
Test_Student7 Paul	011113080	011113080	No	English D						Cannot modify default date
Test_Student8 Peter	011113081	011113081	No	English D						Cannot modify default date
Test_Student9 John	011113082	011113082	No	English A						Cannot modify default date

If you previously created a new calculated column different from the default Total column in the Grade Center, you will need to flag that as the External Grade Column prior to exporting your grades, as the Export Grades tool uses that column to create the Excel file.

**9** To flag a column as the External Grade Column, go to the Grade Center, navigate to the column that holds your final grades, move the cursor to the right of the column name and select the drop down arrow. Select Set as External Grade from the drop down menu.

Last Name	First Name	Weighted Total	Total	TEST 1	TEST 2	TEST 3
Abarquez	Emily	67.24%			100.00%	20.00
Dabir	Preeti Rani	65.87%			95.00%	19.00
Garg	Kanishka	65.41%			98.00%	18.00
Hoffman	Meredith	61.04%			82.00%	17.00
Horga	Marius	64.78%			59.00%	12.00
McKearin_PreviewU	Cheryl	0.56%			--	
Nailwal	Saurabh	64.56%			100.00%	10.00
Okon	Thomas	0.00%			--	
Padilla	Elliot	65.66%			65.00%	8.00
Prais	Michael	65.32%			78.00%	13.00
Ramesh	Dhivyaan Seenivas	66.00%	636.30	89.00%	89.00%	12.00
Rodgers	John	65.46%	559.00	45.00%	45.00%	13.00
Suvarna	Shefali	66.55%	674.70	100.00%	100.00%	14.00

**10** An icon with a green check mark in a black circle will appear in the header of this column signifying that this column is designated as the External Grade Column. This column cannot be deleted, and only one column at a time can be set as the External Grade Column.

Last Name	First Name	Weighted Total	Total	TEST 1	TEST 2	TEST 3
Abarquez	Emily	67.24%	694.00	100.00%	100.00%	20.00
Dabir	Preeti Rani	65.87%	598.00	95.00%	95.00%	19.00
Garg	Kanishka	65.41%	593.00	98.00%	98.00%	18.00
Hoffman	Meredith	61.04%	542.00	82.00%	82.00%	17.00
Horga	Marius	64.78%	552.50	59.00%	59.00%	12.00
McKearin_PreviewU	Cheryl	0.56%	40.00	--	--	
Nailwal	Saurabh	64.56%	597.20	100.00%	100.00%	10.00
Okon	Thomas	0.00%	--	--	--	
Padilla	Elliot	65.66%	525.90	65.00%	65.00%	8.00
Prais	Michael	65.32%	585.60	78.00%	78.00%	13.00
Ramesh	Dhivyaan Seenivas	66.00%	636.30	89.00%	89.00%	12.00
Rodgers	John	65.46%	559.00	45.00%	45.00%	13.00
Suvarna	Shefali	66.55%	674.70	100.00%	100.00%	14.00



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**11** The final step is to make sure that your External Grade Column has the primary display set to score.

- To change the primary display in your column, navigate to the column that holds your final grades.
- Move the cursor to the right of the column name and select the drop down arrow
- Choose Edit Column Information. The edit column page will open.

Last Name	First Name	Weighted To	Total	TEST 1	TEST 2	TEST 3
Abarquez	Emily	67.24%				
Dabir	Preeti Rani	65.87%			100.00%	20.00
Garg	Kanishka	65.41%			98.00%	18.00
Hoffman	Meredith	61.04%			82.00%	17.00
Horga	Marius	64.78%			59.00%	12.00
McKearin, PreviewU	Cheryl	0.58%				
Nailwal	Saurabh	64.56%			100.00%	40.00
Okon	Thomas	0.03%				
Padilla	Elliot	55.06%	525.90	65.00%	65.00%	4.00
Prais	Michael	65.32%	585.60	78.00%	78.00%	13.00
Ramesh	Dhivyaan Seenivas	66.00%	636.30	89.00%	89.00%	12.00
Rodgers	John	65.46%	559.00	48.00%	48.00%	13.00

**12** In the column information section, select Score in the drop down menu that appears for Primary Display.

The Secondary Display setting is optional and does not effect the process.

Click Submit. The Export Grades tool will now be able to correctly convert your column information to letter grades.

**COLUMN INFORMATION**

Column Name: Weighted Total

Grade Center Name: [Empty]

Description: The weighted sum of all grades for a user based on item or category weighting.

Path: p

Primary Display: Score

Secondary Display: None

For additional help using the Export Grades Tool:

Email: [itl@uic.edu](mailto:itl@uic.edu)

Call: (312) 996-9824

[https://www.youtube.com/watch?v=8U\\_7-Uz7I0U&list=UUwokw6zpzQ9Ye8XcalvXI3A&index=6](https://www.youtube.com/watch?v=8U_7-Uz7I0U&list=UUwokw6zpzQ9Ye8XcalvXI3A&index=6)