



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%

Edit Total Column

Indicates a required field.

COLUMN INFORMATION

Column Name:

Grade Center Name:

Description: The unweighted sum of all grades for a user.

Path: p

Primary Display:

Secondary Display:

- 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.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create ColumnCreate Calculated ColumnManageReportsFilterWork Offline

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Sort Columns By:Layout PositionOrder:Ascending

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Last Name	First Name	UIC netid	UIN	Last Access	Availability	Weighted Total	Total
Test_Student11	Robert	test_student11	677370314		Available	--	C
Test_Student12	Randy	test_student12	673070687		Available	--	C
Test_Student13	Bonnie	test_student13	650448523		Available	--	D
Test_Student14	Billy	test_student14	670545999		Available	--	B
Test_Student15	Fred	test_student15	651830867		Available	--	A
Test_Student16	Carol	test_student16	651499111		Available	--	B
Test_Student17	George	test_student17	651312503		Available	--	D
Test_Student18	Carl	test_student18	659686779		Available	--	D
Test_Student19	Betsy	test_student19	655703874		Available	--	C
Test_Student2	Terry	test_student2	651147991		Available	--	B
Test_Student20	Connie	test_student20	652629251		Available	--	D

- 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.

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending Hide Color Coding Last Saved November 19, 2014 1:36 PM

Last Name	First Name	Weighted Total	Total	TEST 1	TEST 2	TEST 3	TEST 4
Abanquez	Emily	67.24%	694.00	100.00%	100.00%	20.00	10.00
Dabir	Preet Rani	65.87%	598.00	95.00%	95.00%	19.00	10.00
Garg	Kanishka	65.41%	593.00	98.00%	98.00%	18.00	10.00
Hoffman	Meredith	61.04%	542.00	82.00%	82.00%	17.00	10.00
Honga	Marius	64.78%	552.50	59.00%	59.00%	12.00	10.00
McKearin_PreviewU	Cheryl	64.56%	597.20	100.00%	100.00%	20.00	10.00
Nalwal	Saurabh	64.56%	597.20	100.00%	100.00%	20.00	10.00
Okon	Thomas	64.56%	597.20	100.00%	100.00%	20.00	10.00
Pachia	Elliot	64.56%	597.20	100.00%	100.00%	20.00	10.00
Prais	Michael	65.32%	585.60	78.00%	78.00%	13.00	10.00
Ramesh	Chivyaan Seenivas	66.00%	636.30	89.00%	89.00%	12.00	10.00
Rodgers	John	65.46%	599.00	95.00%	95.00%	13.00	10.00
Suvarna	Sherali	66.55%	674.70	100.00%	100.00%	14.00	10.00
Vamuri	Venkata Satya Sesh	66.49%	678.40	99.00%	99.00%	15.00	10.00

Selected Rows: 0

Move To Top Email Icon Legend



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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.

Last Name	First Name	Weighted Total	TEST 1	TEST 2	TEST 3	TEST 4
Abanque	Emily	67.24%	100.00%	20.00	10.00	
Dabir	Preeti Rani	65.87%	95.00%	18.00	10.00	
Garg	Kanishka	65.41%	98.00%	18.00	10.00	
Hoffman	Meredith	61.04%	82.00%	17.00	10.00	
Hogga	Marius	64.78%	59.00%	2.00	10.00	
McKearin, Preview	Cheryl	6.88%	---	---	---	---
Nahwal	Saurabh	64.56%	100.00%	20.00	10.00	
Okon	Thomas	61.02%	---	---	---	---
Padilla	Eliot	60.48%	65.00%	10.00	10.00	
Prais	Michael	65.32%	78.00%	3.00	10.00	
Ramesh	Divyaan Seerivas	66.00%	89.00%	2.00	10.00	
Rodgers	John	65.46%	10.00%	10.00	10.00	
Suvarna	Shafal	66.55%	100.00%	14.00	10.00	
Vemuri	Venkata Satya Sesh	66.49%	99.00%	15.00	10.00	

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.

Last Name	First Name	ID	Final Grade
Test_Student1	Tom	668061627	B (85.00 points of 100.00 possible: 85.00%)
Test_Student10	Nancy	671116852	B (85.00 points of 100.00 possible: 85.00%)
Test_Student11	Robert	677370314	C (75.00 points of 100.00 possible: 75.00%)
Test_Student12	Randy	673570887	C (75.00 points of 100.00 possible: 75.00%)
Test_Student13	Bonnie	650448523	D (65.00 points of 100.00 possible: 65.00%)
Test_Student14	Sally	670545599	B (85.00 points of 100.00 possible: 85.00%)
Test_Student15	Fred	651830867	A (95.00 points of 100.00 possible: 95.00%)
Test_Student16	Carol	651499111	B (85.00 points of 100.00 possible: 85.00%)
Test_Student17	George	651312503	D (65.00 points of 100.00 possible: 65.00%)
Test_Student18	Carl	659686779	D (65.00 points of 100.00 possible: 65.00%)
Test_Student19	Betsy	655703874	C (75.00 points of 100.00 possible: 75.00%)
Test_Student2	Terry	651147991	B (85.00 points of 100.00 possible: 85.00%)
Test_Student20	Connie	652629251	D (65.00 points of 100.00 possible: 65.00%)

7 Click the green Download button to have Blackboard creat an Excel file containing te 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.

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.

- 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.



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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%				
Garg	Kanishka	65.41%				
Hoffman	Meredith	61.04%				
Horga	Marius	64.78%				
McKearin_PreviewU	Cheryl	0.58%				
Nailwal	Saurabh	64.56%				
Okon	Thomas	0.00%				
Padilla	Elliot	55.00%				
Prais	Michael	65.32%				
Ramesh	Chivyaan Seenivas	66.00%				
Rodgers	John	65.46%				

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:

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

Path: p

Primary Display: Score

Secondary Display: None

Buttons: Cancel, Submit

For additional help using the Export Grades Tool:

Email: itl@uic.edu

Call: (312) 996-9824

https://www.youtube.com/watch?v=8U_7-Uz7l0U&list=UUwokw6zpzQ9Ye8XcalvXl3A&index=6