



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Faculty FAQs

Topic: Blackboard Grade Center Grade Status	
<p>Question: How do I download the Grade Center?</p>	<p>Question: How do I upload Excel files to the Grade Center?</p>
<p>Answer:</p> <ol style="list-style-type: none"> 1. From the Action Bar in the Grade Center, select Manage and select Download. 2. Select the data to download from the options listed, e.g., Full Grade Center. 3. For the Delimiter Type, select Tab (.xls files). <p><i>Note: you may also select the option to include hidden information.</i></p> <ol style="list-style-type: none"> 4. Click Submit. 5. Click on Download from the Download Grades page 6. Select Save As to save the file locally. <i>Select a place</i> on your computer to store the file. 7. Click Save, when the download is complete, click Close and click OK. <p><i>Note: You can now check your computer for the file (.xls) starting with the name gc_</i></p>	<p>Answer:</p> <ol style="list-style-type: none"> 1. From the Action Bar in the Grade Center, select Manage and select Upload. <p><i>Note: it is recommended to download the full Grade Center first, and open it in a text editor or spreadsheet application. Then add information.</i></p> <ol style="list-style-type: none"> 2. Select the file located on your computer, click Open. 3. For the Delimiter Type, Select Tab (.xls file). 4. Click Submit. 5. From the list of data, check only the boxes to be uploaded. <p><i>Note: Review the Data Preview Column to be sure the correct data is being uploaded. It shows only a small sample of the data in each column in the file.</i></p> <ol style="list-style-type: none"> 6. Click Submit.
<p>Question: How do I print the Grade Center?</p>	<p>Question: How do students check grades?</p>
<p>Answer:</p> <ol style="list-style-type: none"> 1. <i>Follow the steps to Download</i> the Grade Center. 2. After downloading the Grade Center report, open it in Excel (.xls). 3. <i>Format the data</i>. Save the Excel file on your computer. 4. Print the file. 	<p>Answer:</p> <p>After student logs into their Blackboard course:</p> <ol style="list-style-type: none"> 1. Select Course Tools from the left-hand side menu. 2. Select My Grades option. <p><i>Note: Only when an instructor makes the option for students to view their grades available, will you see the data in the column next to the item name.</i></p> <ol style="list-style-type: none"> 3. Scroll to view the grade data, including any comments that may have been added by the instructor. <p><i>Note: A student can only see their individual grades for all items.</i></p>

For Further Support Please Contact

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