

Uploading Test Scores into BlackBoard

Visit the official tutorial by clicking: [Faculty Help: How to Upload a File to Grade Center](#)

1. Once in your course section on BlackBoard, open “**Full Grade Center**” underneath “Course Management” and “Grade Center” on the left hand side.
2. Create the column for the assignment or assessment you will be uploading and choose your preferred settings (as if you were going to enter scores manually).
3. Once in the “Full Grade Center”, click the down arrow next to “**Work Offline**” and select “**Download**”. (This will download your entire grade book to the destination you choose.)
 - a. Data: Select Data to Download: **Full Grade Center**
 - b. Options: Delimiter Type: **Tab** (in most cases)
 - c. Include Hidden Information: **No** (in most cases)
 - d. Save Location: **My Computer**
4. Click “**Submit**”
5. Click “**DOWNLOAD**”
 - a. Save the file where you wish (your desktop is easiest, you can move it later)
6. Open the excel sheet you just downloaded
 - a. If prompted about a format change, choose “**Yes**”
7. Open the excel sheet with your full roster and grades from the actual assessment (provided by University Testing).
8. Copy and paste the scores you wish to be included in your gradebook.
 - a. These would be the grades (either percentage or total score) your students earned on the assessment.
 - b. Save the changes to the excel grade book (it’s easiest if you do not change the name of the file)
 - i. If prompted, select “**Yes**”
9. Return to the “Full Grade Center” in Blackboard
 - a. Click “**Work Offline**”
 - b. Click “**Upload**”
 - c. Choose File: Attach File: “**Browse My Computer**”
 - i. Find the excel file of your newly edited full gradebook
 - d. Delimiter type: Auto
 - e. Click “**Submit**”
10. Check the columns you wish to be uploaded or edited in BlackBoard (typically only the column of the grades you just copied).
 - a. Click “Submit”
 - b. Your grades should now appear in the Full Grade Center in BlackBoard