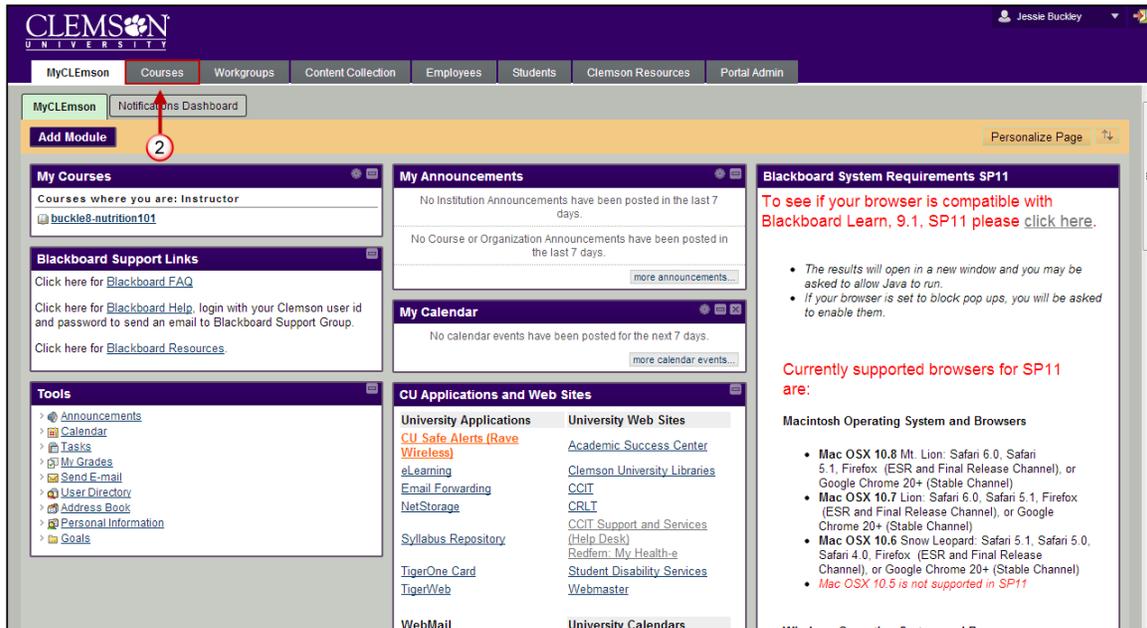**CLEMSON**
COMPUTING & INFORMATION TECHNOLOGY
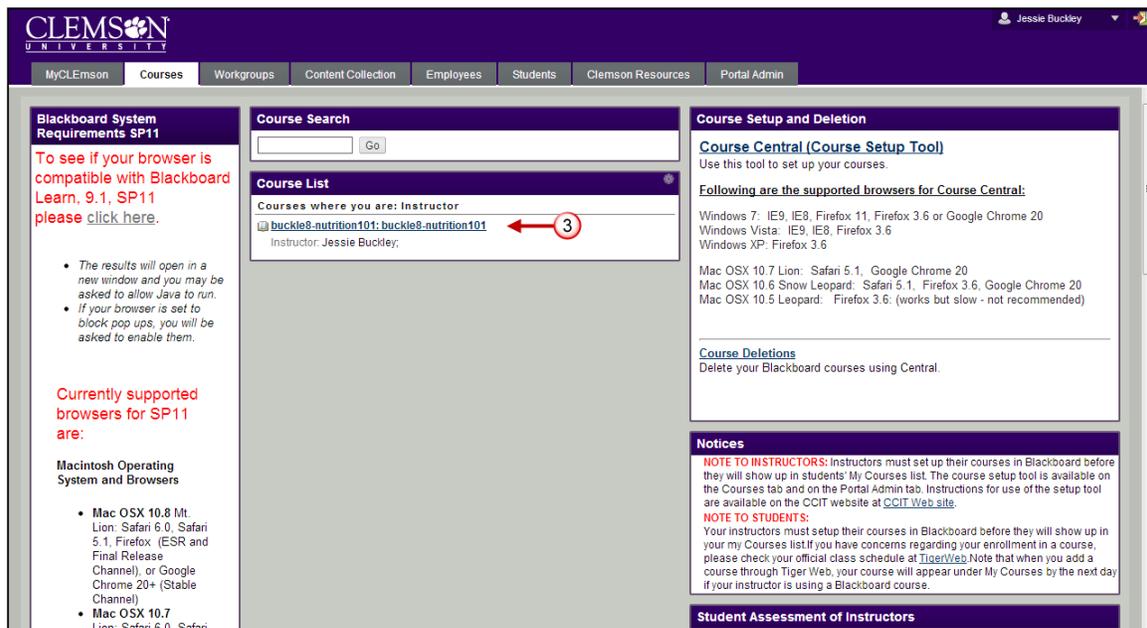
Uploading to the Grade Center
Blackboard Learn Beginners

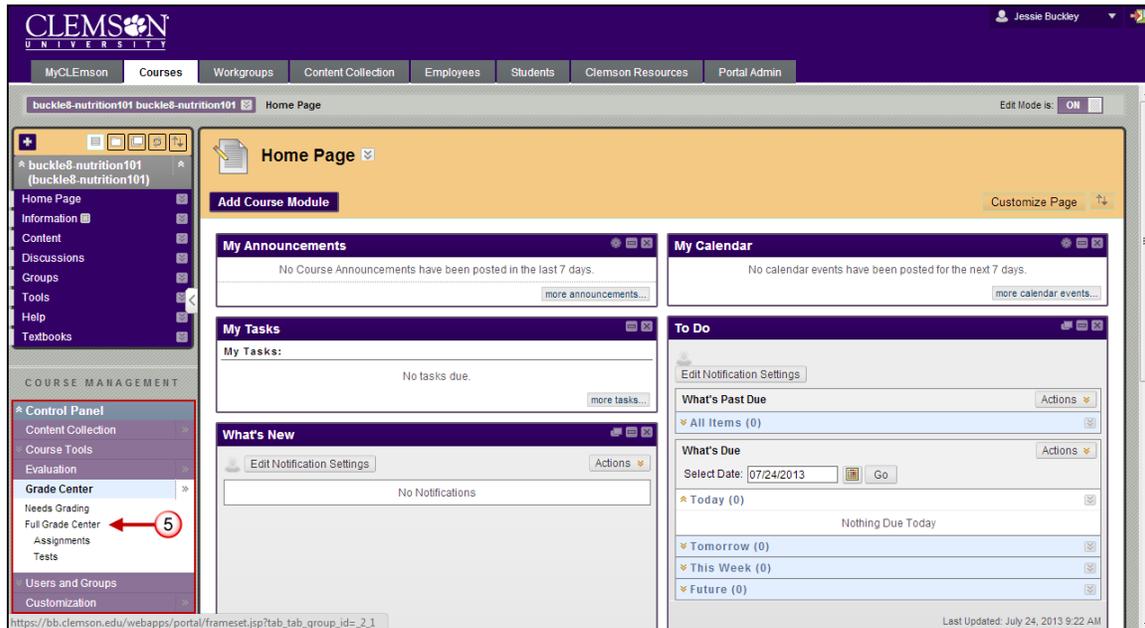To upload to the Grade Center:

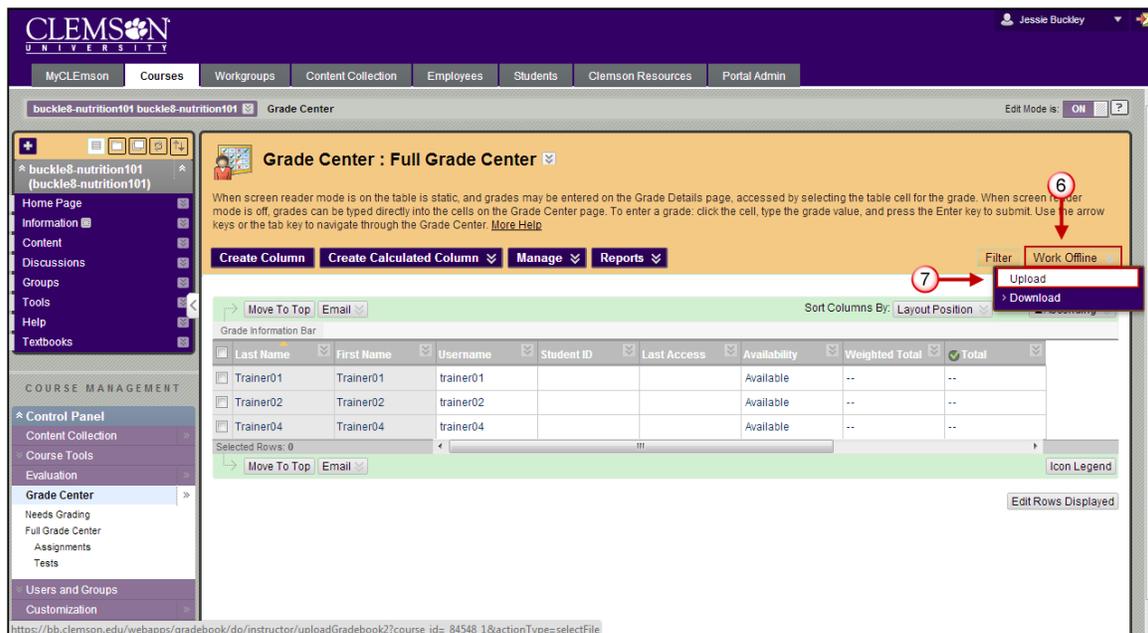1. Login to Blackboard Learn.

2. Click the **Courses** tab.

3. Click the course to open from the **Course List** module.

4. The course entry page will be displayed. From the **Control Panel**, click the chevron to expand **Grade Center**.


5. Click **Full Grade Center**.

6. The Grade Center page is displayed. Hover your mouse over **Work Offline**.

7. Then select **Upload**. The Upload Grades page is displayed.

> **Note:** The format of the data files uploaded to the Grade Center is determined by the type of delimiter that is used to parse the data into separate columns. Data files can be tab delimited with a file extension of **.txt** or **.xls**. Comma delimited data files with a file extension of **.csv**.
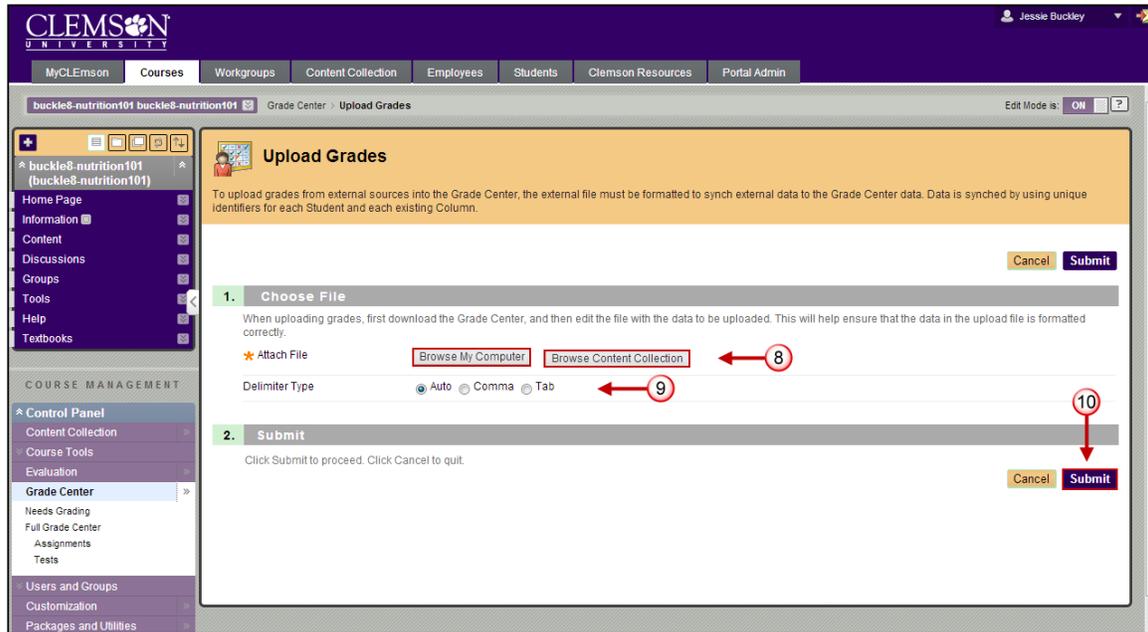
8. Click **Browse My Computer** to browse for a file to attach from your local computer or **Browse Content Collection**.

    Warning: Any columns that are added to the Grade Center download file from an external source are added as **Text** columns with **Points Possible** equaling zero. **Text** columns cannot be included in Calculated Columns such as **Weighted Grade**, **Total Points**, **Average Grade**, and **Minimum/Maximum grades**. From the Grade Center you can select to **Edit Column Information**. By editing column information you can change **Text** columns to **Score** columns and add **Points Possible**. This will add the new column to the Calculated Columns.
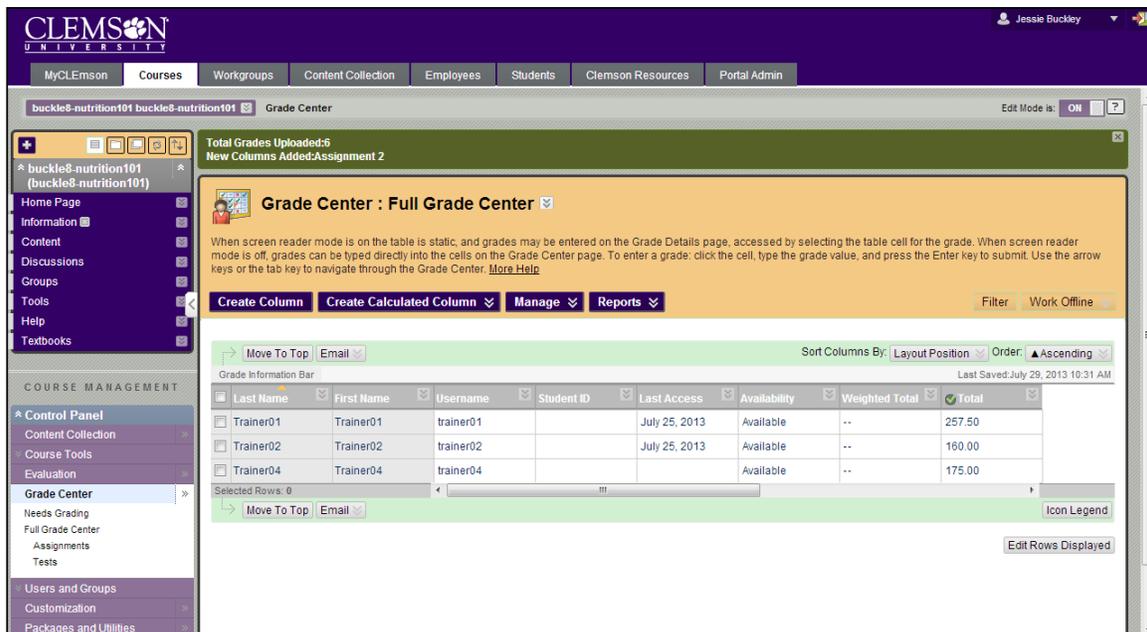
9. Click a **Delimiter Type**.

10. Then click **Submit**. The Upload Grades Confirmation page is displayed.
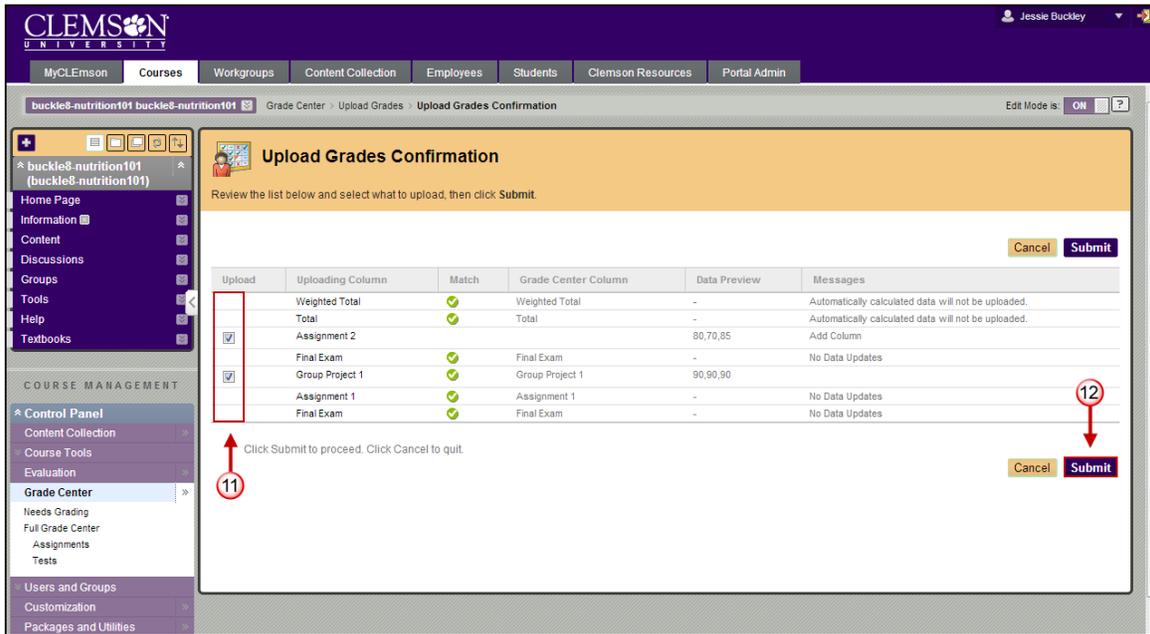
11. Under **Upload**, select the checkbox(s) for the columns to upload to the Grade Center. Only the selected columns will be updated in the Grade Center.

> **NOTE:** Columns with a checkbox indicate a change to an existing column or a new column.

12. Then click **Submit**.

13. The columns will be updated or added to the Grade Center.

> **NOTE:** Any new columns will be added to the Grade Center as Text columns. This will need to be changed to Score for Weights and Calculations to work properly.