

Uploading to the Grade Center

Blackboard Learn Beginners

To upload to the Grade Center:

1. Login to Blackboard Learn.

					💄 Jessie Buckley 🔍 📲				
MyCLEmson Courses Workgroups Content Collect	on Employees	Students	Clemson Resources	Portal	Admin				
MyCLEmson Notifications Dashboard Add Module 2					Personalize Page 📬				
My Courses Courses Courses Courses Where you are: Instructor Use Source	No Institution Ar	ents nouncements da janization Anno the last	have been posted in the las ys. puncements have been post 7 days.	ed in	Blackboard System Requirements SP11 To see if your browser is compatible with Blackboard Learn, 9.1, SP11 please <u>click here</u> .				
Click here for <u>Blackboard FAQ</u> Click here for <u>Blackboard Help</u> . login with your Clemson user id and password to send an email to Blackboard Support Group. Click here for <u>Blackboard Resources</u> .	My Calendar No calendar e	events have be	more announcer en posted for the next 7 days more calendar e	nents	asked to allow Java to run. • If your browser is set to block pop ups, you will be asked to enable them. Currently supported browsers for SP11				
Tools > @ Announcements > @ Calendar > @ Tasks > @ Tasks > @ Morrades > @ Send E-mail > @ User Directory > @ Address Book > @ Address Dook	CU Applications University Applic CU Safe Alerts (R <u>Wireless</u>) <u>eLearning</u> <u>Email Forwarding</u> <u>NetStorage</u>	and Web S ations lave	ites University Web Sites Academic Success Cente Clemson University Librari CCIT CRLT CCIT Suoport and Service:	••••••••••••••••••••••••••••••••••••••	are: Macintosh Operating System and Browsers • Mac OSX 10.8 Mt. Lion: Safari 6.0, Safari 5.1, Firefox, (ESR and Final Release Channel), or Google Chrome 20+ (Stable Channel) • Mac OSX 10.7 Lion: Safari 6.0, Safari 5.1, Firefox (ESR and Final Release Channel), or Google Chrome 20+ (Stable Channel)				
	Syllabus Reposito TigerOne Card TigerWeb WebMail	ΓX	(Help Desk) Redfern: My Health-e Student Disability Service: Webmaster University Calendars	- <u>></u>	Mac OSX 10.6 Snow Leopard: Safari 5.1, Safari 5.0, Safari 4.0, Firefox (ESR and Final Release Channel), or Google Chrome 204 (Stable Channel) Mac OSX 10.5 is not supported in SP11				

2. Click the **Courses** tab.

CLEMS			💄 Jessie Buckley 🔍	-21
MyCLEmson Courses Wor	kgroups Content Collection Employees	Students Clemson Resources	Portal Admin	
Blackboard System Requirements SP11 To see if your browser is compatible with Blackboard Learn, 9.1, SP11 please <u>click here</u> .	Course Search Go Course List Courses where you are: Instructor Duckle8-nutrition101: buckle8-nutrition101	•3	Course Setup and Deletion <u>Course Central (Course Setup Tool)</u> Use this tool to set up your courses. <u>Following are the supported browsers for Course Central:</u> Windows 7: IE9, IE8, Firefox 11, Firefox 3.6 or Google Chrome 20 Windows Vista: IE9, IE8, Firefox 3.6	. E
The results will open in a new window and you may be asked to allow Java to run. If your browser is set to block pop ups, you will be asked to enable them. Currently, supported	Instructor: Jessie Buckley;		Windows XP: Firefox 3.6 Mac OSX 10 5 Show Leopard: Safari 5.1, Google Chrome 20 Mac OSX 10 5 Show Leopard: Safari 5.1, Firefox 3.6, Google Chrome 20 Mac OSX 10.5 Leopard: Firefox 3.6: (works but slow - not recommended) <u>Course Deletions</u> Delete your Blackboard courses using Central.	
Currently supported browsers for SP11 are: Macintosh Operating System and Browsers Mac OSX 10.8 Mt. Lion: Safari 6.0 Safari 5.1, Firefox (ESR and Final Release			Notices NOTE TO INSTRUCTORS: Instructors must set up their courses in Blackboard before they will show up in students' My Courses list. The courses setup tool is available on the Courses tab and on the Portal Admin tab. Instructions for use of the setup tool are available on the CCIT website at <u>CCIT Web site</u> . NOTE TO STUDENTS: Your instructors must setup their courses in Blackboard before they will show up in your my Courses list fryou have concerns regarding your enrollment in a course, please check your official class schedule at <u>InterWeb</u> Note that when you add a	ĺ
Channel), or Google Chrome 20+ (Stable Channel) • Mac OSX 10.7 Lion: Safari 6.0, Safari			course through Tiger Web, your course will appear under My Courses by the next day if your instructor is using a Blackboard course. Student Assessment of Instructors	

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**.

CLEMS	<u>N</u>									💄 Jessie Buckley	•
MyCLEmson C	ourses	Workgroups	Content Collection	Employees	Students	Clemson Resou	irces P	ortal Admin			
buckle8-nutrition101 bu	ckle8-nutrit	ion101 🔯 Hom	e Page							Edit Mode is: ON	
+ E C * buckle8-nutrition101 (buckle8-nutrition101)		Hor	ne Page ⊠								
Home Page		Add Course	Module							Customize Page	î↓
ntormation 📾 Content							_				
Discussions		My Announ	cements				My Caler	ndar		* 🗆 (
Groups		N	Course Announceme	nts have been pos	ted in the last 7	days.		No calendar events ha	ave been posted for the	next 7 days.	
ools					more	announcements				more calendar events.	
lelp							T- D-			48	
extbooks		My lasks					10 D0				
		My Tasks:					<u></u>				
COURSE MANAGEN	NENT			No tasks due.			Edit Notifi	ication Settings			
Control Panel						more tasks	What's P	ast Due		Actions ¥	
Content Collection	*	Min offer Mary					× All Iter	ms (0)		×	9
Course Tools		what's Nev	<u> </u>				What's D	lue		Actions ¥	
Evaluation	>	Edit Not	ification Settings			Actions 😺	Select Da	ate: 07/24/2013	Go		-
irade Center	>		1	lo Notifications							
leeds Grading							* Today	(0)		1. A A A A A A A A A A A A A A A A A A A	8
ull Grade Center -	-(5)							No	thing Due Today		
Tests							* Tomor	row (0)		8	0
core and Croune							¥ This W	/eek (0)		×	9
Customization							▼Future	(0)		×	1
vs//bb.clomcon.odu/wab	apps/portal/	framosot isn2tab I	tah group id= 2.1						Last	Indated: July 24, 2013 9:22 A	M

5. Click **Full Grade Center**.

CLEMS										2	Jessie Buckley	· -2
<u>UNIVERSITY</u>												
MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson	Resources	Portal Admin					
buckle8-nutrition101 buckle8-nutri	ition101 🔯 Grade	Center								Edit	t Mode is: ON	?
buckle8-nutrition101 * (buckle8-nutrition101)	Grade Center : Full Grade Center 8											
Home Page 🛛 🕅 Information 📾 🖓	When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen by der mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use ne arrow keys or the tab key to navigate through the Grade Center <u>More Help</u>											
Content Discussions	Create Column	Create Column Create Calculated Column S Manage Reports Fitter Work Offine Fitter										
Groups									\bigcirc		picad	
Tools	Move To To	p Email 😒						Sort Co	olumns By: Layout P	osition 🛇	owilloau	
Help 📓	Grade Information	Bar										
Texibooks	🔲 Last Name										\otimes	
COURSE MANAGEMENT	Trainer01	Trainer01	trainer01				Available					
COURSE MARAGEMENT	Trainer02	Trainer02	trainer02				Available					
* Control Panel	Trainer04	Trainer04	trainer04				Available					
Content Collection >	Selected Rows: 0		•			"					•	
Course Tools	Move To To	p Email 🛇									Icon Lege	nd
Grade Center												
Needs Grading										E	dit Rows Display	/ed
Full Grade Center												
Assignments												
Tests												
Visers and Groups												
Customization												
https://bb.clemson.edu/webapps/grade	book/do/instructor/u	uploadGradebook2?cour	se_id=_84548_1&a	ctionType=sele	ctFile							

- 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**.

CLEMS	<u>Sen</u>								💄 Jessie Buckley 🔹
MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin		
buckle8-nutrition1	101 buckle8-nutr	rition101 🔯 Grad	de Center > Upload Grade:						Edit Mode is: ON
buckle8-nutrition	n101 * n101)	Upl	load Grades						
ome Page		To upload grad identifiers for ea	es from external sources ach Student and each ex	into the Grade C sting Column.	enter, the extern	al file must be formatted to	synch external data	a to the Grade Center data. D	ata is synched by using unique
ontent									
scussions									Cancel Submit
oups									
ols		1. Cho	ose File						
lp	S 1	When up	loading grades, first dow	nload the Grade (Center, and ther	n edit the file with the data to	be uploaded. This	will help ensure that the data	a in the upload file is formatted
dbooks		correctly.							
		🛧 Attach	File	Browse My Cor	nputer Bro	wse Content Collection	← (8)		
DURSE MANA	AGEMENT	Delimiter	Туре	Auto O Con	nma 💿 Tab	(9)			
ontrol Panel									(10)
ontent Collection	»	2. Subr	nit						
		Click Sul	hmit to proceed. Click Ca	ncel to quit					+
aluation	»	Circic Out	brint to proceed. Once of	noor to quit.					Cancel Submit
ade Center	*								
eds Grading									
I Grade Center									
Tests									
sers and Groups									
ustomization	»								
ackages and Utilit	ties »								

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.

IVERS							-	
CLEmson	Courses	Workgroups	Content Collection	Employees	Students Clemson Reso	Portal Admin		
kle8-nutrition1	01 buckle8-nutr	rition101 🕅 Gr	ade Center > Upload Grades	Upload Grades C	onfirmation		Edit Mode is: ON	
le8-nutrition kle8-nutritior	101 * 101)	UI	bload Grades Co	onfirmation				
Page		Review the lis	t below and select what to	upload, then click	Submit.			
ation 🔳								
nt							Cancel Sub	omi
ssions								-
		Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages	
			Weighted Total	S	Weighted Total	-	Automatically calculated data will not be uploaded.	
	S 1		Total	S	Total	-	Automatically calculated data will not be uploaded.	
ks			Assignment 2			80,70,85	Add Column	
	annan di		Final Exam	S	Final Exam	-	No Data Updates	
	CEMENT		Group Project 1	S	Group Project 1	90,90,90		~
SE MANA	GEMENT		Assignment 1	S	Assignment 1	-	No Data Updates (12	2)
ol Panel			Final Exam	S	Final Exam	-	No Data Updates	Γ
t Collection	»							
		Click S	ubmit to proceed. Click Ca	ncel to quit.				<i>'</i>
tion	»						Cancel Sub	m
Center	»							
Grading								
de Center								
nments								
and Grou <u>ps</u>								
mization	»							

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**.

									4	Jessie Buckley	•	-21
MyCLEmson Courses	Workgroups	Content Collection	Employees	Students	Clemson F	Resources	Portal Admin					
buckle8-nutrition101 buckle8-nut	rition101 🖾 Grade	Center							E	Edit Mode is: ON	?	
buckle8-nutrition101 (buckle8-nutrition101)	Total Grades Uploaded:6 S New Columns Added:Assignment 2											
Information Content Discussions	When screen read mode is off, grade keys or the tab key	Grade Center : Full Grade Center When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells 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										
Groups Tools Help Terthooks	Create Colum	n Create Calcula	ted Column ≽	Manage 📚	Reports	*			Filte	r Work Offlin	e 😻	
COURSE MANAGEMENT	Grade Information	op Email 📎 Bar	M	M			M	Sort Columns By: Layo	ut Position SON	der: Ascending	3 🚫 11 AM	
* Control Panel Content Collection >>	Trainer01	Trainer01	trainer01 trainer02	Studen		July 25, 2013 July 25, 2013	Available Available Available		257.50 160.00			
Evaluation >> Grade Center >> Needs Grading	Trainer04 Selected Rows: 0	Trainer04	trainer04				Available		175.00	Icon Leg	end	
Full Grade Center Assignments Tests										Edit Rows Displa	ayed	
Users and Groups Customization Packages and Utilities												

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.

COMPUTING & INFORMATION TECHNOLOGY