

Blackboard Vista: Exporting Grades to a Spreadsheet

The ability to export your Grade Book to Microsoft Excel offers you great flexibility. You can export grades just to maintain a backup offline or to use Excel to manage all your grading. Once the Grade Book is saved and opened in Excel, you can make modifications, re-save the file and upload it back into Blackboard Vista.

This capability to move back and forth enables you to manage, enter and calculate or curve grades more efficiently than within Blackboard Vista.

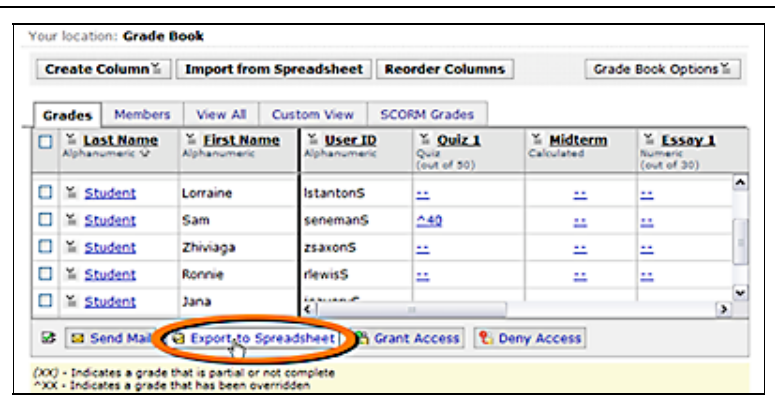
Here are a few suggestions and tips if you use Excel to manage your grades:

1. Create and position your columns in the Grade Book first.
2. Hidden columns do not export. So do not hide the User ID column because Blackboard Vista uses that column to match up the rows when you import data.
3. Always make changes in Excel even if it is only one grade.
4. Do not change grades in the Grade Book if you are using Excel. Importing from Excel overrides any changes that were made in the Grade Book.
5. Wait until the add/drop period is over to export from Blackboard Vista since you cannot add rows in Excel. They will not import.

Before you begin exporting your Grade Book, be sure to create and position all your grade-related columns.

Step 1: Begin the Export

1. From the Grade Book screen, click **Export to Spreadsheet**. The Export to Spreadsheet screen is displayed.



Your location: **Grade Book**

| <input type="checkbox"/> | Last Name <small>Alphanumeric *</small> | First Name <small>Alphanumeric</small> | User ID <small>Alphanumeric</small> | Quiz 1 <small>Quiz (out of 50)</small> | Midterm <small>Calculated</small> | Essay 1 <small>Numeric (out of 30)</small> |
|--------------------------|--------------------------------------------|-------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> | Student | Lorraine | lstantonS | .. | .. | .. |
| <input type="checkbox"/> | Student | Sam | senemanS | 4.0 | .. | .. |
| <input type="checkbox"/> | Student | Zhiviaga | zsaxonS | .. | .. | .. |
| <input type="checkbox"/> | Student | Ronnie | rlewisS | .. | .. | .. |
| <input type="checkbox"/> | Student | Jana | | | | |

(XX) - Indicates a grade that is partial or not complete
*XX - Indicates a grade that has been overridden

Step 2: Select Column Information

1. Under Members to Export, All Members is selected.
2. Under Columns to Export, select **Visible Columns** to export the information in the columns on the tab where you began the export. To export all columns on all tabs, select **All Columns**.
3. Under Select Export Format, leave the default setting, **Comma-delimited** (.csv file).
4. Under Select Character Set, the default setting, **Unicode (UTF-8)** works fine for Excel.
5. Click **Export**. Your browser's File Download dialog box is displayed.

Export to Spreadsheet

1 Members to Export:
 All members

2 Columns to Export:
 Visible columns
 All columns

3 Select Export Format:
Select the keyboard element you want to use to separate member data in the exported file.
 Comma-delimited
 Tab-delimited

4 Select Character Set:
Select a character set that is supported for your language by the software you want to use to view or edit the exported file.
 Unicode (UTF-8)
 Unicode (UCS-2)

5

Step 3: Save the File

1. Click **Save**. The Save As dialog box is displayed.

File Download

Do you want to open or save this file?

Name: exportedcourse.csv
Type: Microsoft Office Excel Comma Separated Values File
From: cmn01vp.delta.ncsu.edu

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Step 4: Rename and Save the File

1. In the Save in drop-down list, navigate to the folder where you want to save the .csv file.
2. In the File name text box, change the file name from "exportedcourse.csv." You might want to use your course ID (In the example, we use sped5211.csv).
3. Click **Save**.

Save As

1 Save in: Desktop

My Recent Documents
Desktop
My Documents
My Computer
My Network

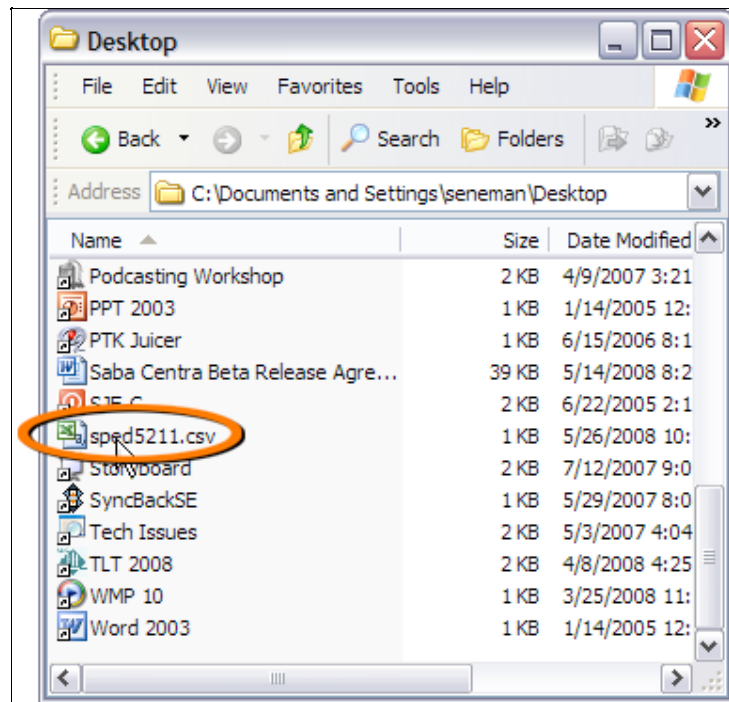
My Documents
Vista Faculty Info
My Computer
My Network Places
(S) Vista
(S) WebCT Workshops
Centra (C)
Centra (S)
Centra Schd
DIE (S)
Downloads-C
FCTel (S)
Gradebook
Help Desk
SJE-C
TestSec3-3.csv

File name: **sped5211.csv**

Save as type: Microsoft Office Excel Comma Separated Value

Step 5: Open the Excel File

1. Minimize Blackboard Vista (not illustrated).
2. Navigate to the folder where you saved the .csv file.
3. Open the file. **You can now make any changes to the data.**



Step 6: Edit the Excel File

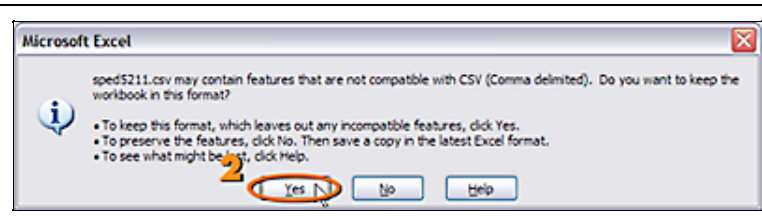
1. Add your grades to the file. When you are finished editing the file, you must save it.

NOTE: If you want to use formulas to calculate grades, save the file as an Excel workbook file (.xls). Make any future changes in the .xls file and save as a .csv file before importing into Blackboard Vista.

| F | G |
|---------|------------|
| Essay 1 | Exercise 1 |
| | |
| 30 | 24 |
| 28 | 25 |
| 30 | 23 |
| 25 | 22 |
| 27 | 25 |
| 28 | 24 |
| 25 | 25 |

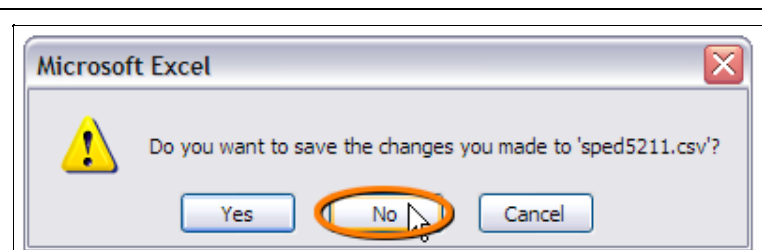
Step 7: Save the File

1. Click **File**, then **Save** (not illustrated). The Microsoft Excel information box is displayed.
2. Click **Yes**.



Step 8: Close Excel

1. Close Excel (not illustrated). The Microsoft Excel information box is displayed.
2. Click **No**. You have already saved the changes.



Your screens may look different depending upon your configuration.