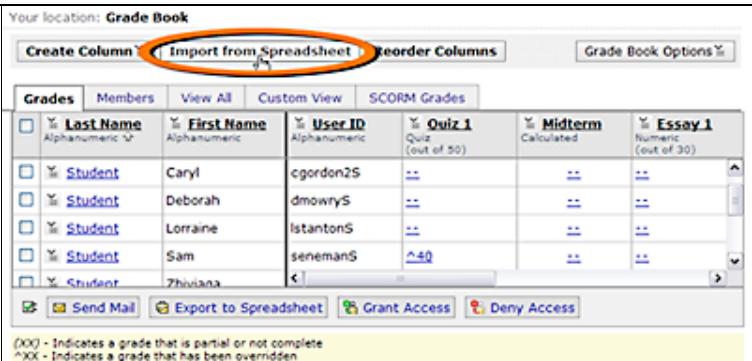
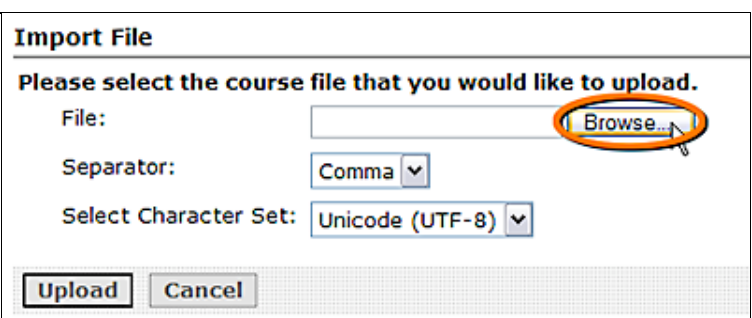
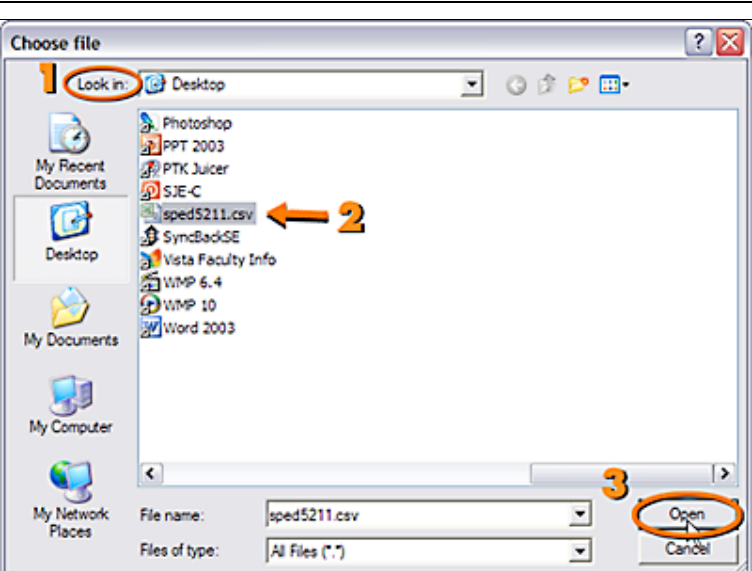


Blackboard Vista: Importing Grades from a Spreadsheet

The ability to import grades from a Microsoft Excel spreadsheet into Blackboard Vista offers you great flexibility for managing your grades offline. Once you have updated the Excel spreadsheet and saved it as a .csv file, you can import it into your online Grade Book.

<p>Step 1: Import Your Spreadsheet File</p> <ol style="list-style-type: none"> From the Grade Book screen, click Import from Spreadsheet. The Import File screen is displayed. 	 <p>Your location: Grade Book</p> <p>Create Column Import from Spreadsheet Reorder Columns Grade Book Options</p> <table border="1"> <thead> <tr> <th>Grades</th> <th>Members</th> <th>View All</th> <th>Custom View</th> <th>SCORM Grades</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Last Name Alphanumeric *</td> <td>First Name Alphanumeric</td> <td>User ID Alphanumeric</td> <td>Quiz 1 Quiz (out of 50)</td> <td>Midterm Calculated</td> <td>Essay 1 Numeric (out of 30)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Student</td> <td>Caryl</td> <td>cgordon25</td> <td>..</td> <td>..</td> <td>..</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Student</td> <td>Deborah</td> <td>dmowry5</td> <td>..</td> <td>..</td> <td>..</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Student</td> <td>Lorraine</td> <td>lstanton5</td> <td>..</td> <td>..</td> <td>..</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Student</td> <td>Sam</td> <td>seneman5</td> <td>^40</td> <td>..</td> <td>..</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Student</td> <td>Zhuiana</td> <td><</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Send Mail Export to Spreadsheet Grant Access Deny Access</p> <p>(X) - Indicates a grade that is partial or not complete *XX - Indicates a grade that has been overridden</p>	Grades	Members	View All	Custom View	SCORM Grades	<input type="checkbox"/>	Last Name Alphanumeric *	First Name Alphanumeric	User ID Alphanumeric	Quiz 1 Quiz (out of 50)	Midterm Calculated	Essay 1 Numeric (out of 30)	<input type="checkbox"/>	Student	Caryl	cgordon25	<input type="checkbox"/>	Student	Deborah	dmowry5	<input type="checkbox"/>	Student	Lorraine	lstanton5	<input type="checkbox"/>	Student	Sam	seneman5	^40	<input type="checkbox"/>	Student	Zhuiana	<			
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<input type="checkbox"/>	Student	Zhuiana	<																																													
<p>Step 2: Locate the File</p> <ol style="list-style-type: none"> Click Browse. The “Choose file” dialog box is displayed. 	 <p>Import File</p> <p>Please select the course file that you would like to upload.</p> <p>File: <input type="text"/> Browse...</p> <p>Separator: Comma</p> <p>Select Character Set: Unicode (UTF-8)</p> <p>Upload Cancel</p>																																															
<p>Step 3: Select the File</p> <ol style="list-style-type: none"> In the Look in drop-down list, navigate to the folder where you saved your comma-delimited .csv file. Select the file you want to upload. In the example, we have selected sped5211.csv. Click Open. The Blackboard Vista Import File screen is displayed. 	 <p>Choose file</p> <p>Look in: Desktop</p> <ul style="list-style-type: none"> Photoshop PPT 2003 PTK Juicer SJE-C sped5211.csv ← 2 SyncBackSE Vista Faculty Info WMP 6.4 WMP 10 Word 2003 <p>File name: sped5211.csv</p> <p>Files of type: All Files (*.*)</p> <p>Open Cancel</p>																																															

Step 4: Upload the File

1. The path to your .csv file appears in the File text box.
2. In the Separator drop-down list, verify that **Comma** is selected.
3. In the Select Character Set drop-down list, verify that Unicode (UTF-8) is selected.
4. Click **Upload**. The Import File screen updates.

Import File

Please select the course file that you would like to upload.

File: C:\Documents and Set

Separator: Comma

Select Character Set: Unicode (UTF-8)

On the updated Import File screen, you are asked to confirm that the field names from your text file, shown under “Import Column,” match the existing Grade Book columns, shown under “Grade Book column.” If you have “Last Name” and “First Name” columns in your imported file, you can leave them set to **Do Not Import**. The User ID column is a required column for matching purposes only and will not be imported.

Step 5: Import the .csv File

1. After you have confirmed that the fields from your file are matched to the Grade Book columns, click **Import**. Your data is imported and a list of any columns you requested not to import is displayed.

Import File

Match the columns in the file with the columns in the Grade Book.
Select "Do not import" for any columns you do not wish to import.
The User Name column is a required column for matching purposes only and will not be imported.

Import Column Match	Grade Book Column	Data Preview
User ID <input checked="" type="checkbox"/>	User ID	seneman,cgordon2S,dmowryS,Istantor
Last Name <input type="checkbox"/>	- Do not import -	Eneman,Student,Student,Student,Stu
First Name <input type="checkbox"/>	- Do not import -	Sam,Caryl,Deborah,Lorraine,Sam,Zhivi
Quiz 1 <input checked="" type="checkbox"/>	Quiz 1	[blank],[blank],[blank],[blank],40,[bla
Midterm <input checked="" type="checkbox"/>	Midterm	[blank],[blank],[blank],[blank],[blank],
Essay 1 <input checked="" type="checkbox"/>	Essay 1	[blank],30,28,30,25,27,28,25...
Exercise 1 <input checked="" type="checkbox"/>	Exercise 1	[blank],24,25,23,22,25,24,25...
Project 1 <input checked="" type="checkbox"/>	Project 1	[blank],[blank],[blank],[blank],[blank],
Final <input checked="" type="checkbox"/>	Final	[blank],[blank],[blank],[blank],[blank],
Course Grade <input checked="" type="checkbox"/>	Course Grade	[blank],[blank],[blank],[blank],[blank],

Comment:

Step 6: Confirm Data Not Imported

1. The columns not imported are displayed. In the example, the Last Name and First Name columns were not imported. Click **OK**.

Import Errors

The following column(s) were not imported as requested:

Last Name

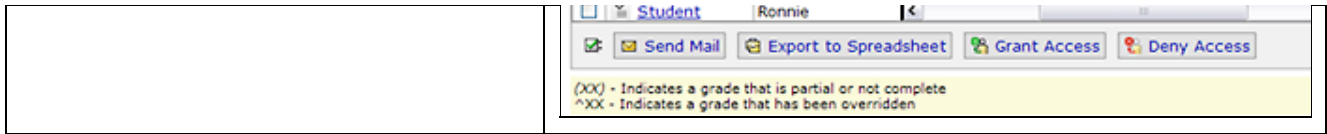
First Name

Step 7: Grade Book Changes Display

1. The updated information is displayed in your Grade Book.

Your location: **Grade Book**

	Last Name	First Name	Midterm	Essay 1	Exercise 1
	Alphanumeric	Alphanumeric	Calculated	Numeric (out of 30)	Numeric (out of 25)
	Student	Caryl	--	30	24



Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte