

Importing Grades from Blackboard into the AMS Gradebook Fall 2015

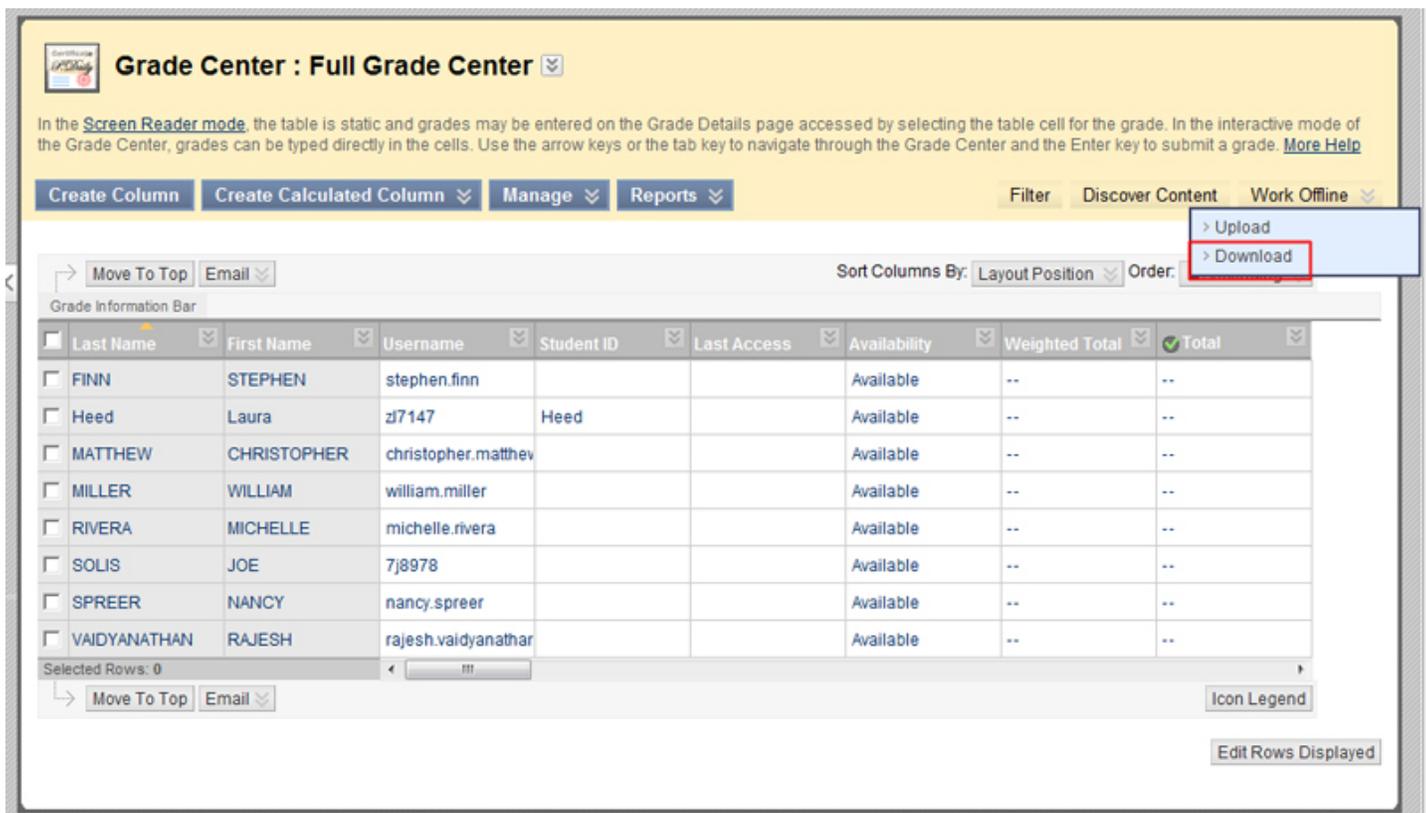
Introduction

To export grades from the Blackboard Grade Center and import them into the AMS Gradebook, please do the following:

Exporting Grades from Blackboard

Step One: From the Course Management menu in your Blackboard course, under Grade Center, choose Full Grade Center.

Step Two: On the upper right of the Full Grade Center window, click on the Work Offline button, and choose Download.



Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

Move To Top Email Sort Columns By: Layout Position Order: > Upload > Download

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
<input type="checkbox"/>	FINN	STEPHEN	stephen.finn			Available	--	--
<input type="checkbox"/>	Heed	Laura	zl7147	Heed		Available	--	--
<input type="checkbox"/>	MATTHEW	CHRISTOPHER	christopher.matthev			Available	--	--
<input type="checkbox"/>	MILLER	WILLIAM	william.miller			Available	--	--
<input type="checkbox"/>	RIVERA	MICHELLE	michelle.rivera			Available	--	--
<input type="checkbox"/>	SOLIS	JOE	7j8978			Available	--	--
<input type="checkbox"/>	SPREER	NANCY	nancy.spreer			Available	--	--
<input type="checkbox"/>	VAIDYANATHAN	RAJESH	rajesh.vaidyanathar			Available	--	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

Step 3: In the Download Grades window (next page), select the column you want to download, if checked, un-check comments, set the delimiter type (comma is usually best), choose My Computer as the save location, and click Submit.



Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel Submit

1. Data

Select Data to Download

Full Grade Center

Selected Column



Include Comments for this Column

User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

3. Save Location

Select where to save the file.

Download Location

My Computer

Content Collection

Browse

4. Submit

Click Submit to proceed. Click Cancel to quit.

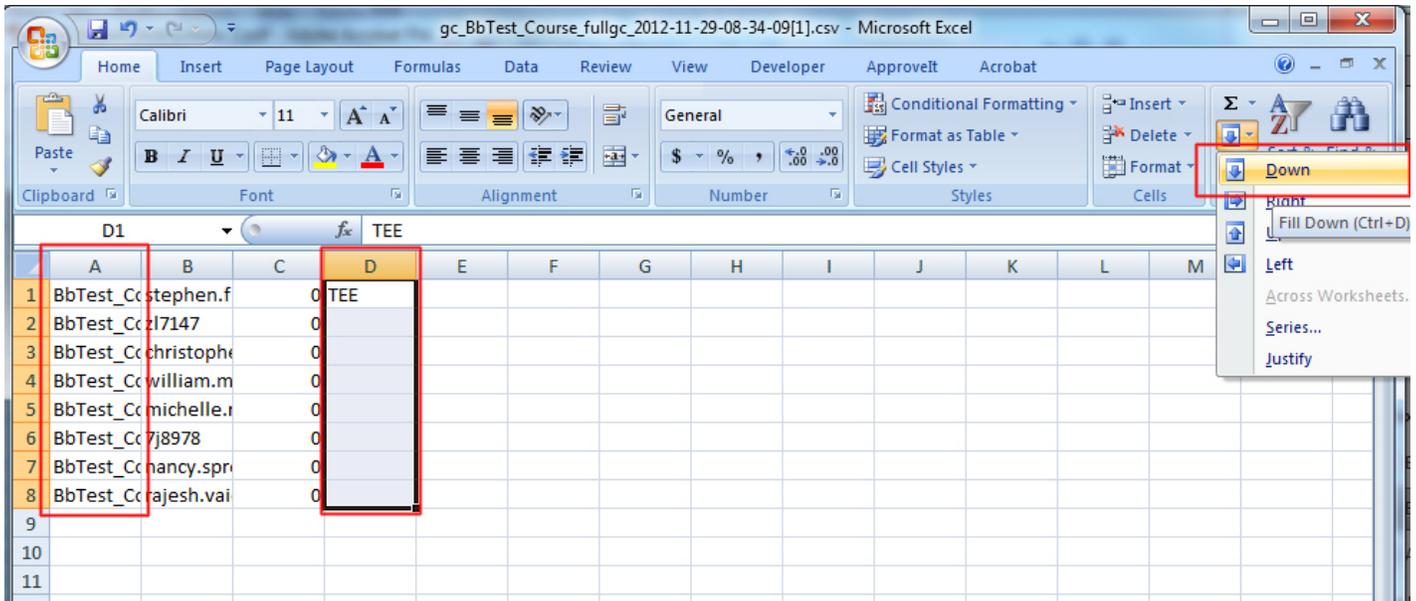
Cancel Submit

Step 4: Choose open from the download dialog, and in Excel, delete all Sheet Columns but First Name, Username and Total Pts. Delete Sheet Row 1, containing all headers.

gc_BbTest_Course_fullgc_2012-11-29-08-34-09[1].csv - Microsoft Excel

Last Name	First Name	Username	Student ID	Last Access	Availability	Total [Total Pts: up to 1,526]	19241
FINN	STEPHEN	stephen.finn			Yes	0	
Heed	Laura	zl7147	Heed		Yes	0	
MATTHEW	CHRISTOPHER	christopher.matthew			Yes	0	
MILLER	WILLIAM	william.miller			Yes	0	
RIVERA	MICHELLE	michelle.rivera			Yes	0	
SOLIS	JOE	7j8978			Yes	0	
SPREER	NANCY	nancy.spreer			Yes	0	
VAIDYANATHAN	RAJESH	rajesh.vaidyanathan			Yes	0	

Step Five: In the first row of Column A, type in the Course ID, select the rest of the active cells in the column and choose Fill Down, replacing all first names. Do the same for Column D using the AMS event ID, e.g., TEE for Term End Exam. The AMS Sequel database requires six characters in this field, so the example of TEE would actually be TEE and three typed spaces. Please Note: Your Total Pts. column will reflect actual scores instead of zeros. Save the CSV file; it is now ready for import into AMS.



Importing Grades Into the AMS

Step One: Login to the AMS at <https://apps.usma.edu/>.

Step Two: Select your course section and click on the USMA Web Grades Link

AYT	COURSE	ROOM	ACTIVATE	ACTION
2004 1	EX300 A1 .7 CREDIT HR EXCH COURSE		Active	USMA Web Grades
2004 1	EX300 C2 .7 CREDIT HR EXCH COURSE		Active	USMA Web Grades
2004 1	EX300 E3 .7 CREDIT HR EXCH COURSE		Active	USMA Web Grades
2004 1	LS203 C4 SPANISH I (STANDARD)	WH4311	Active	USMA Web Grades

Step Three: Choose your section and click on Section Admin.

Role	Course List	Room Nbr	Action
Course Director Show Sections	EX300 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Course Admin Sections
Asst Course Director Show Sections	EN101 COMPOSITION		Grade Book Class Roster Course Admin Sections
Instructor	EX300 A1 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Section Admin Red Book
Instructor	EX300 C2 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Section Admin Red Book
Instructor	EX300 E3 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Section Admin Red Book
Instructor	LS203 C4 SPANISH I (STANDARD)	WH4311	Grade Book Class Roster Section Admin Red Book

Step Four: Choose import Grades from Blackboard

Features

Section Administration

Section Administration allows the Instructor to view the Course Grade Scale, grant User Roles. The Instructor can also create and edit the Instructor Graded Events if Instructor points are allocated by the Course Director. The Instructor can also make the results of Instructor Graded Events visible to Cadets.

Functionality Includes:

- [View Grade Scale](#)
- [Graded Event Template](#)
- [User Roles](#)
- [Import Grades from Blackboard](#)



Step Five: Browse for the .csv file you downloaded from Blackboard, configured according the instructions in the first part of this document, and then click Import.

[Section Administration](#) | [Course List](#)

LS203 C4 - Import Grades from Blackboard

1. Browse your computer for the Blackboard Gradebook Download (should be on desktop).
 2. Press 'Import' button.
 3. Grades will be imported into AMS gradebook.

****note:** Your Blackboard event(s) description **MUST** match the AMS event(s) description.

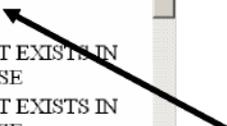
C:\Documents and Se Browse... IMPORT



Step Six: If your import has no errors, you will get a message indicating that your upload was successful. If you have some errors, you will get an error report (see below). This will usually require adjusting the CSV file (correcting the event name or the Course ID, etc.)

***This data will be loaded into AMS gradebook.

Crse Nbr String	User ID	Earned Pts	Event Descr	Error
LS203200416	x61083	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABSE
LS203200416	x69002	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABSE
LS203200416	x63142	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABSE
LS203200416	x60573	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABSE
LS203200416	x67227	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABSE



Step Seven: When no error is received, the process is completed.