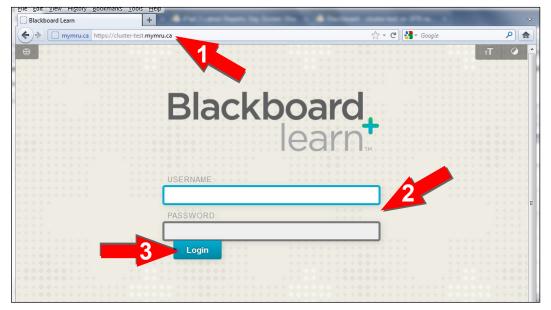
Upload Grades to Blackboard From a Spreadsheet

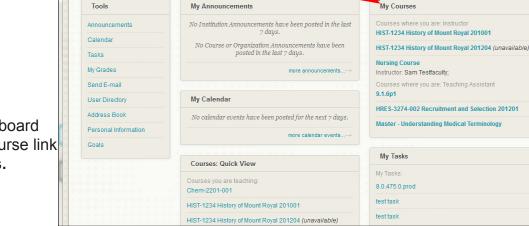
If you have recorded your grades in a spreadsheet, you can put these marks into your grade center by copying the marks into a spreadsheet and uploading it back to your grade center.

1. Open an Internet browser (such as Firefox Vor Internet Explorer)and type in http://courseware.mymru.ca into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the <u>Help Desk</u>.

3. Click the Login button.





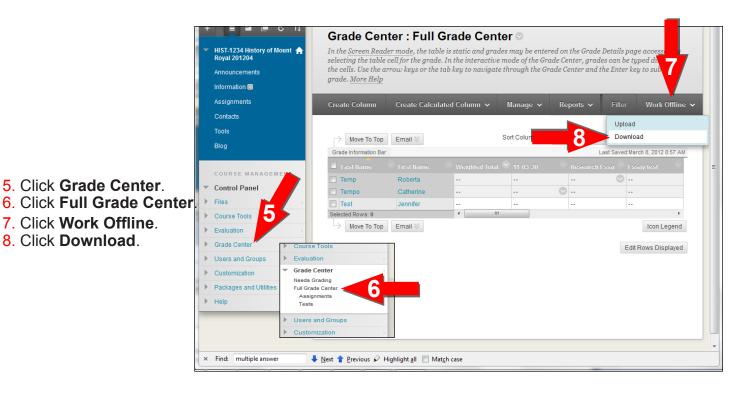


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4. To enter a Blackboard course click the course link under **My Courses**.

http://www.mtroyal.ca/adc

My Bb Courses

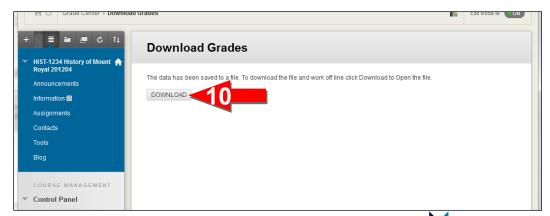


5 🗉 🖬 🖉 Download Grades Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection fold changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed thro Manually Override tab on the Grade Details page. <u>More Help</u> HIST-1234 History of Mount Royal 201204 e downloaded, grades can be nent feature or the Q Tests Contacts Cance Tools 1. Data Control Panel Select Data to Download Full Grade Center Files Selected Column Weighted Total Include Comments for this Column Course Tools Oser Information Only Evaluation Grade Center Needs Grading Full Grade Cente Assignments Tests 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. Users and Groups Delimiter Type 💿 Comma 💿 Tab

9. Click Submit.

10. Click Download.

8. Click **Download**.





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http://www.mtroyal.ca/adc

11. If you're using Firefox, choose to **Open with** Excel.

12. Click the **OK** button.

13. If you're using Microsoft Internet Explorer, click the **Open** button.



14. You may get the following warning message, if you do click Yes.

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			-				<u> </u>		No	Help	,							
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15. Type in a heading(s) for the item(s) you have marks for.

16. Copy the marks for each student into the new columns (make sure the students are in the correct order).

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4 5	Buban Buhr		student15 student25						Username We student01	eighted T	otal 401:	Midterm 44			
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8 9	Dotts Garr	Sofia Loisel	student20 student30					Nelson Kathrine	student15 student25			37 46	1 6		
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	-	Ted Nelson	student07 student05				9 Garr	Loisel	student30			37			

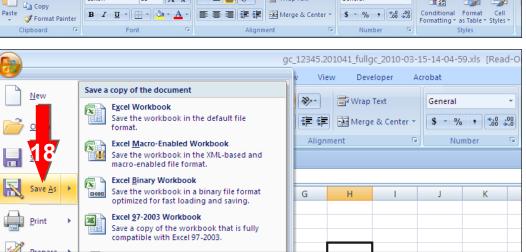


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17. Click the **Office** button (or the **File** menu for older versions of Office).

18. Click Save As.



Review View

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Formulas

Data

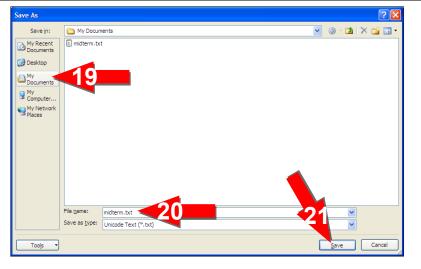
gc_12345.201041_fullgc_2010-03-15-14-04-59.xls [Read-Only] - Microsoft Excel

General

-

Developer Acrobat

- 19. Click My Documents.
- 20. Name the spreadsheet (i.e. midterm).
- 21. Click Save.



22. Click Yes.



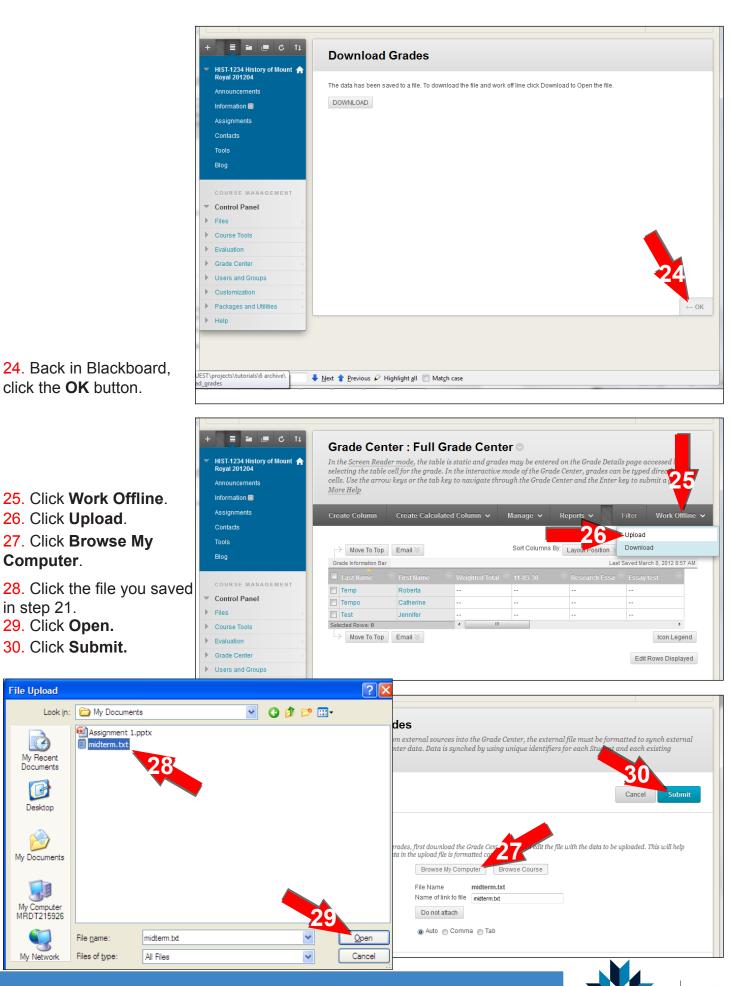
23. Close Excel (push the 'x' in the top right corner).

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31. Click Submit.

32. You still need to set the points possible. Click the down arrow beside the column you imported.

33. Click Edit Column Information.

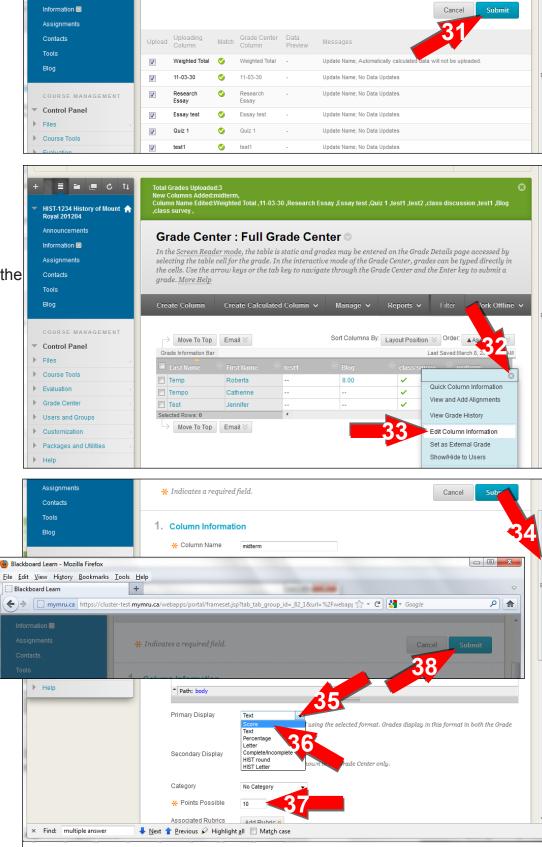
34. Scroll down.

35. Click the **Primary Display.**

36. Click Score.

37. Type in the **Points Possible.**

38. Click Submit.



Upload Grades Confirmation

Review the list below and select what to upload, then click Submit.



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HIST-1234 History of Mount 🏫 Royal 201204

Announcements