

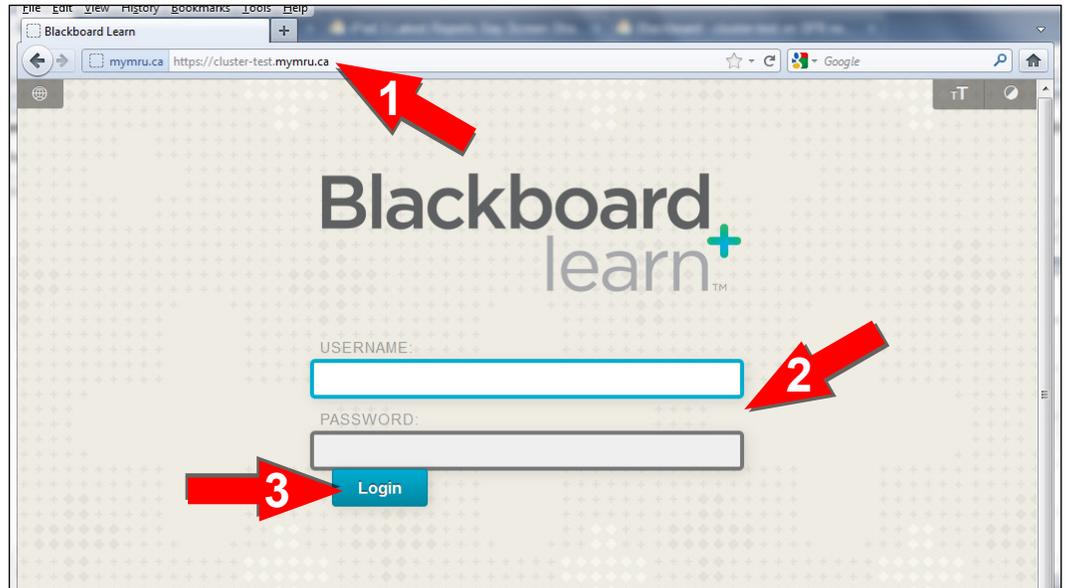
Upload Grades to Blackboard From a Spreadsheet

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.

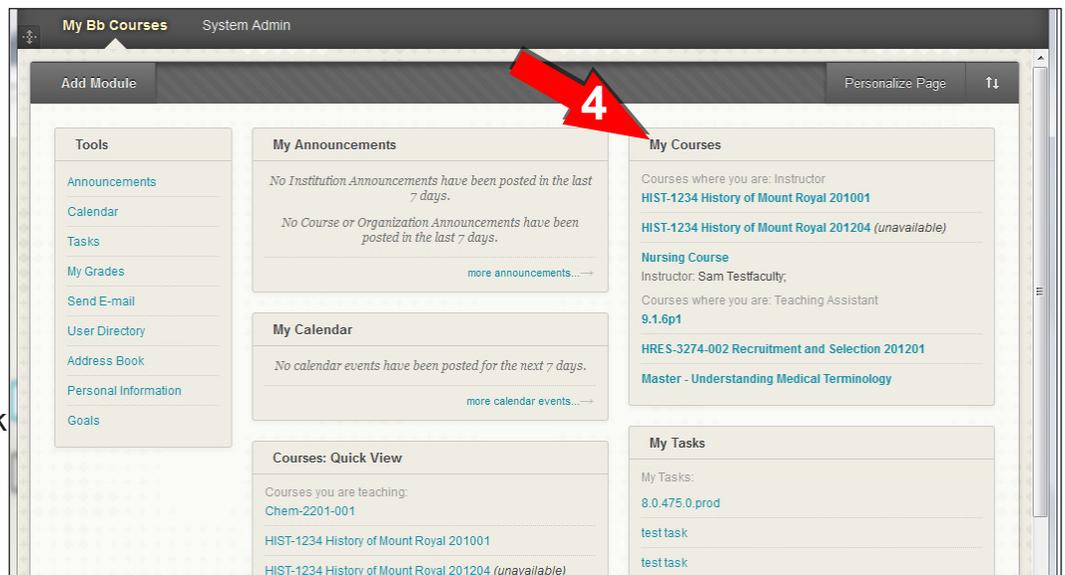
1. Open an Internet browser (such as Firefox  or Internet Explorer ) and type in <http://courseware.mymru.ca> into the address bar at the top of your screen.

2. Type in the same user name and password you use for MyMRU. If you have problems with your account login contact the [Help Desk](#).

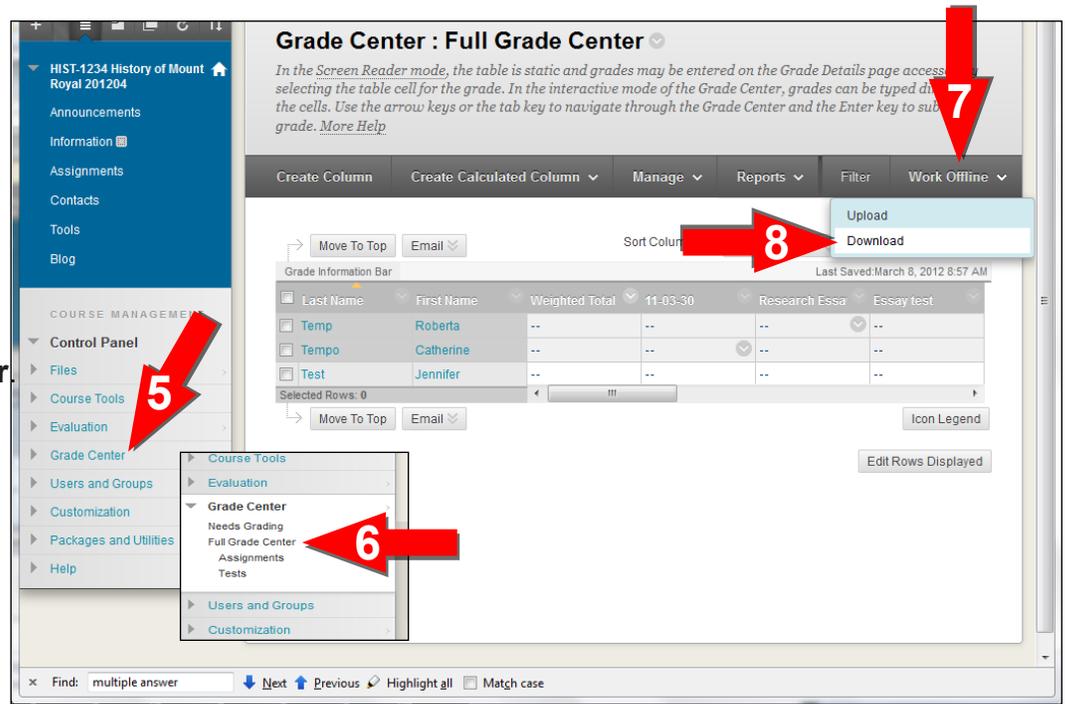
3. Click the **Login** button.



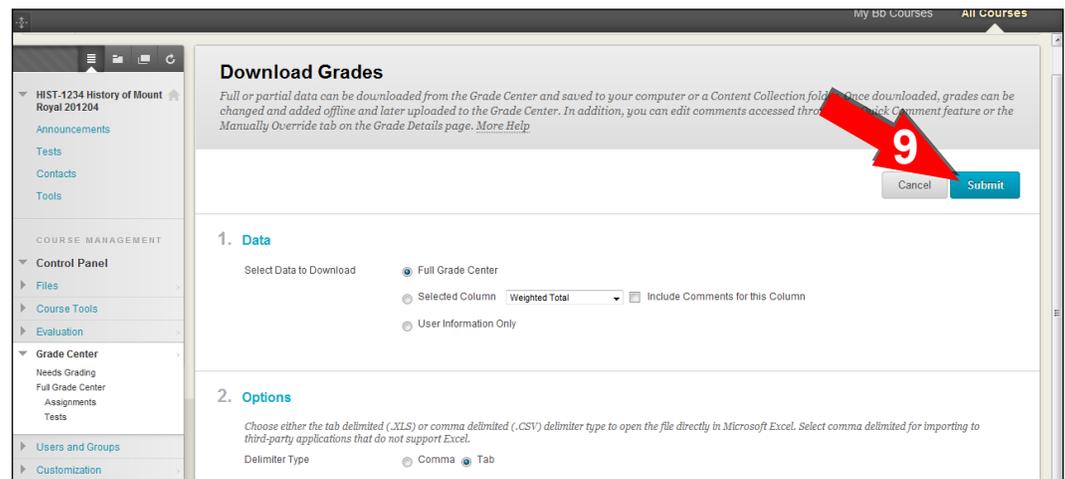
4. To enter a Blackboard course click the course link under **My Courses**.



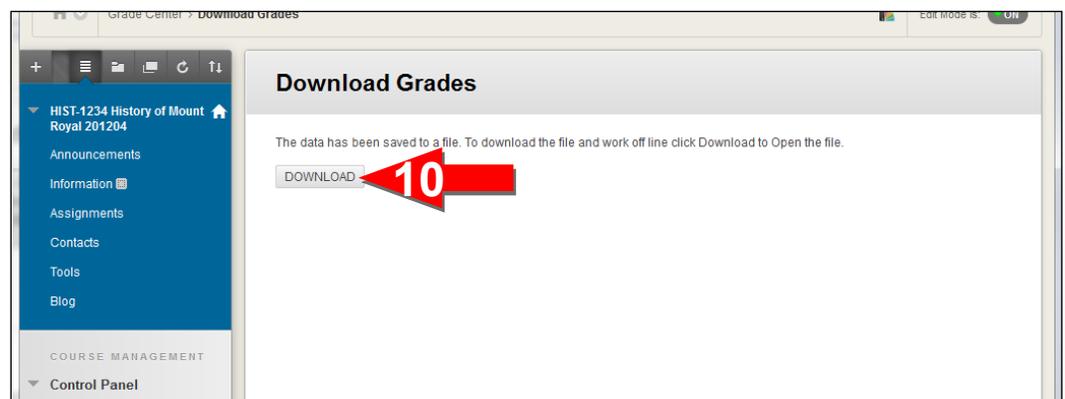
- 5. Click **Grade Center**.
- 6. Click **Full Grade Center**.
- 7. Click **Work Offline**.
- 8. Click **Download**.



- 9. Click **Submit**.



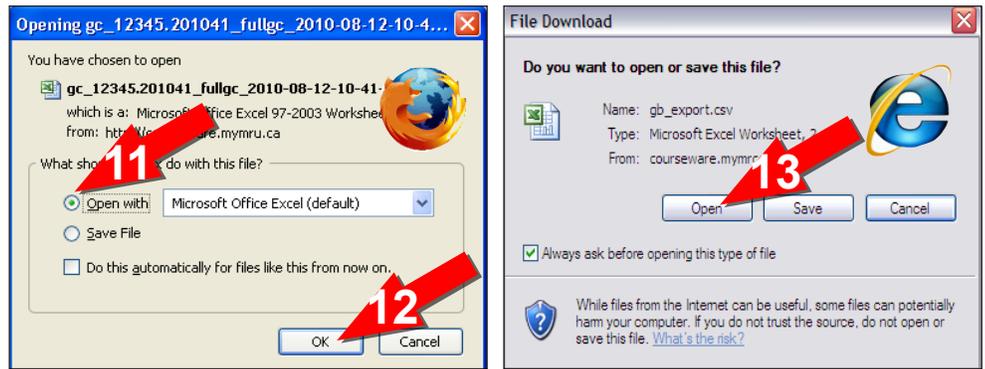
- 10. Click **Download**.



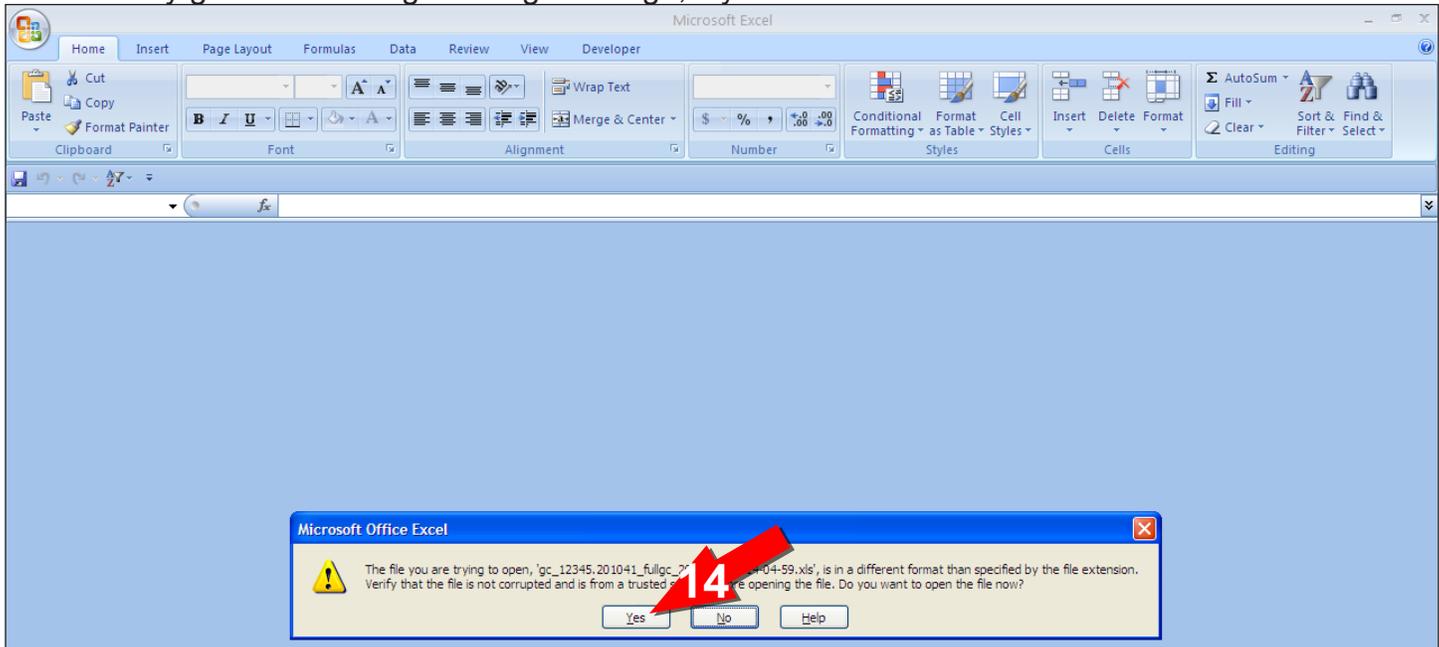
11. If you're using Firefox, choose to **Open with** Excel.

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**.



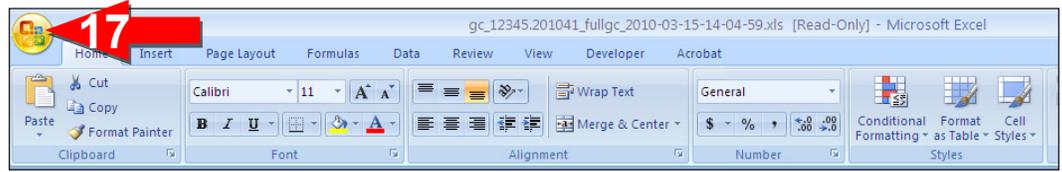
15. Type in a heading(s) for the item(s) you have marks for.

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

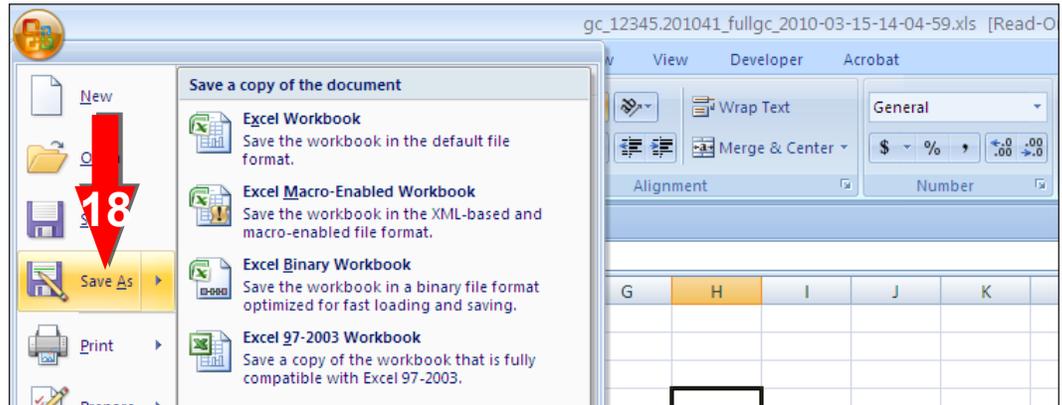
	A	B	C	D	E	F
1	Last Name	First Name	Username	Weighted	Total	401.70
2	Accetta	Allyson	student01			
3	Aldaco	Clinton	student09			
4	Buban	Nelson	student15			
5	Buhr	Kathrine	student25			
6	Cavallaro	Kurt	student06			
7	Chausse	Hillary	student16			
8	Dotts	Sofia	student20			
9	Garr	Loisel	student30			
10	Gimbel	Alejandra	student10			
11	Gloster	Odessa	student08			
12	Gunkel	Maricela	student22			
13	Halligan	Ted	student07			
14	Hanford	Nelson	student05			

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Weighted	Total	401	Midterm		
2	Accetta	Allyson	student01				44		
3	Aldaco	Clinton	student09				35		
4	Buban	Nelson	student15				37		
5	Buhr	Kathrine	student25				46		
6	Cavallaro	Kurt	student06				33		
7	Chausse	Hillary	student16				24		
8	Dotts	Sofia	student20				49		
9	Garr	Loisel	student30				37		

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



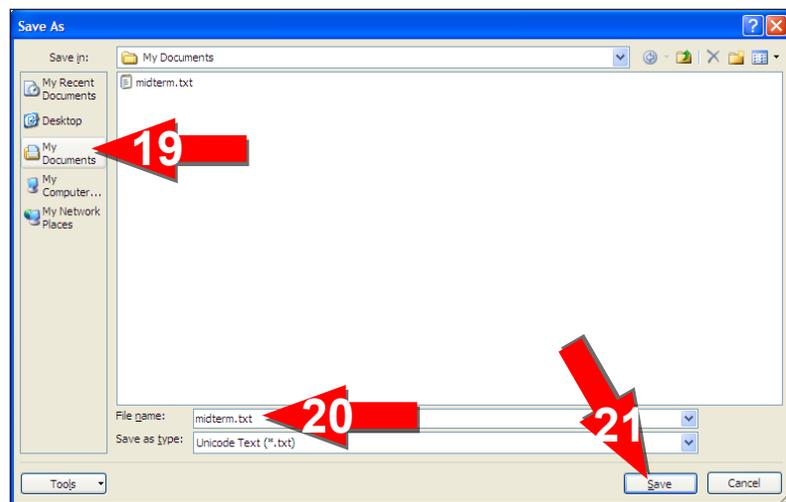
18. Click **Save As**.



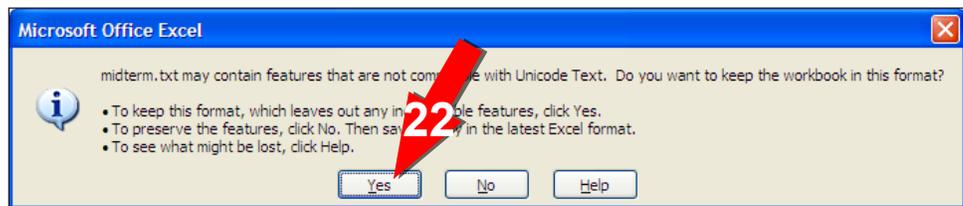
19. Click **My Documents**.

20. Name the spreadsheet (i.e. midterm).

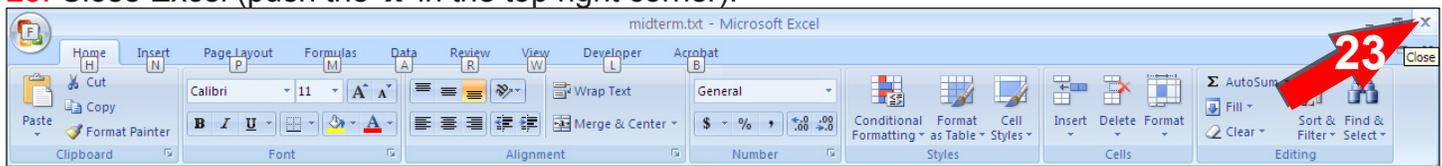
21. Click **Save**.

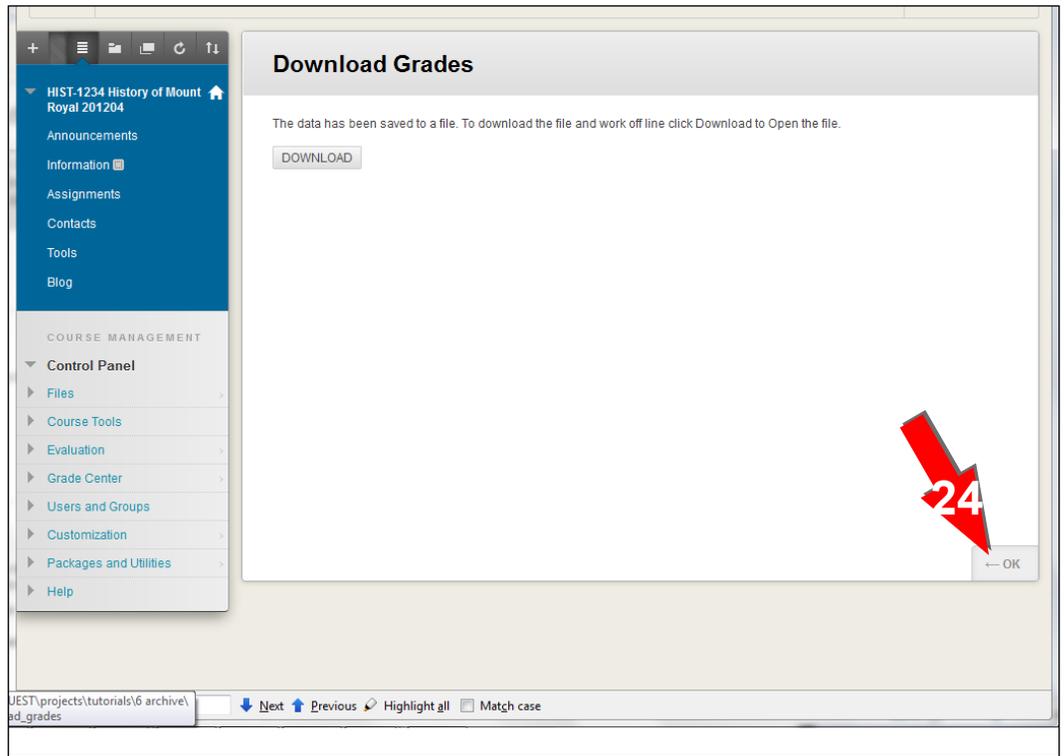


22. Click **Yes**.

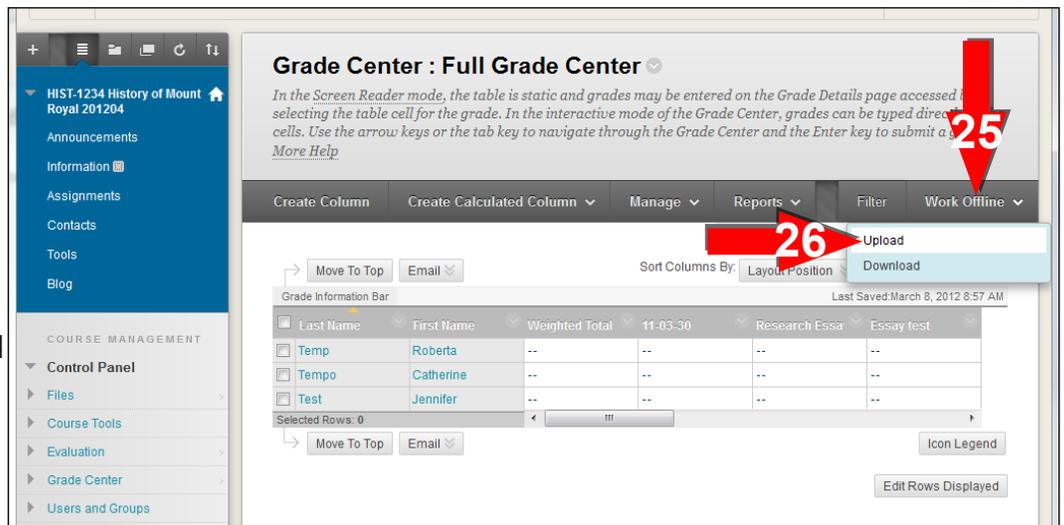


23. Close Excel (push the 'x' in the top right corner).





24. Back in Blackboard, click the **OK** button.



25. Click **Work Offline**.

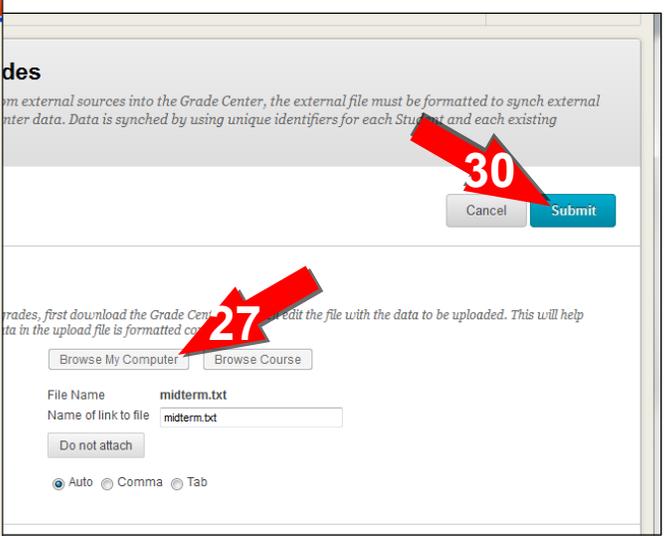
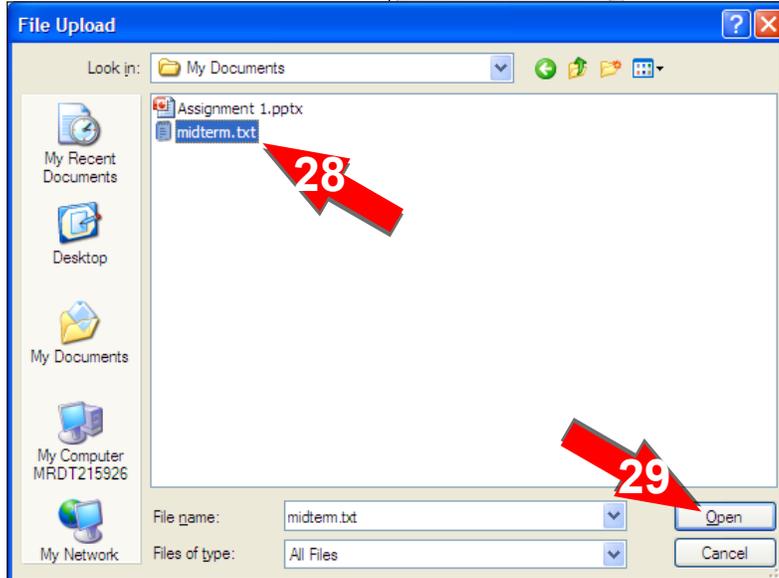
26. Click **Upload**.

27. Click **Browse My Computer**.

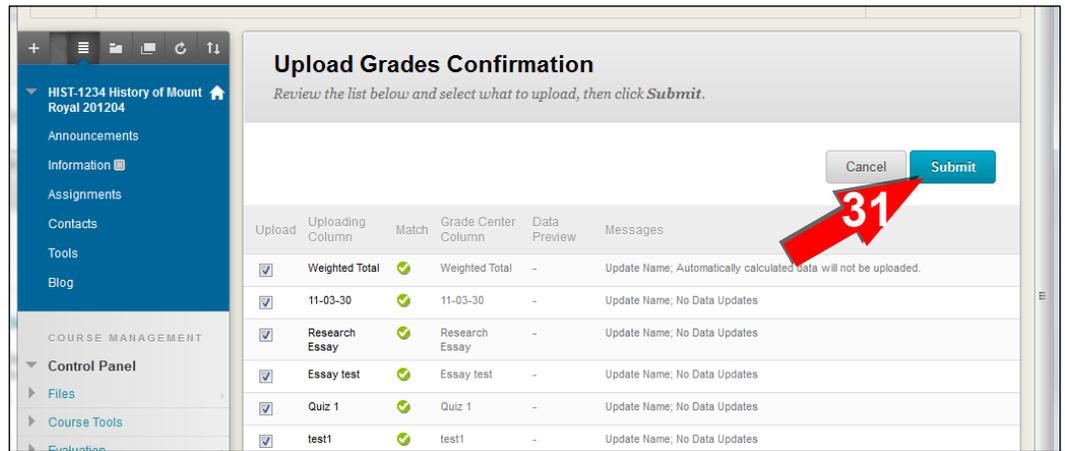
28. Click the file you saved in step 21.

29. Click **Open**.

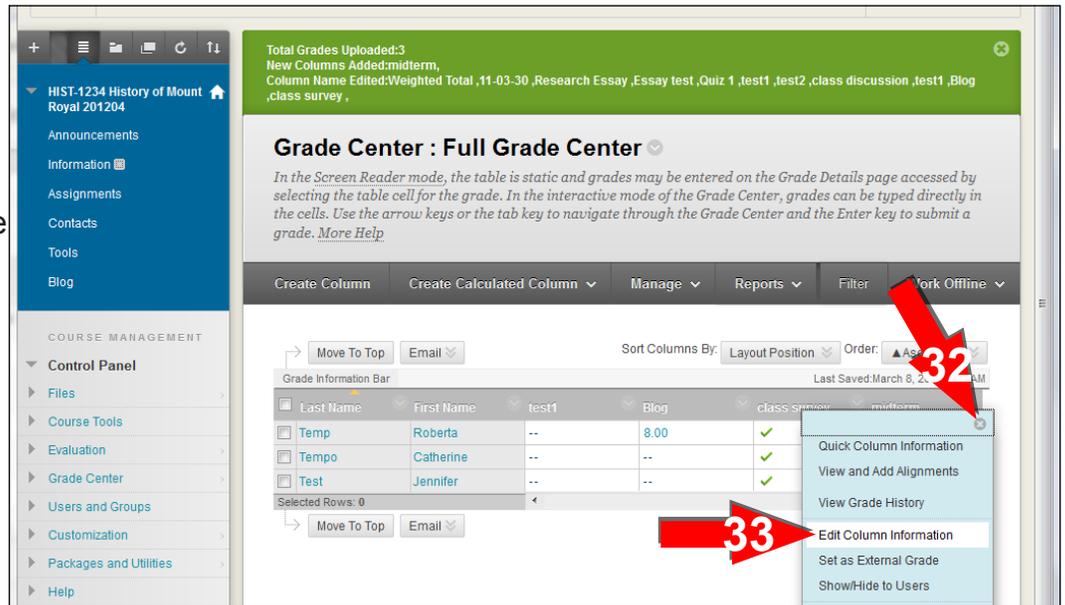
30. Click **Submit**.



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**.

