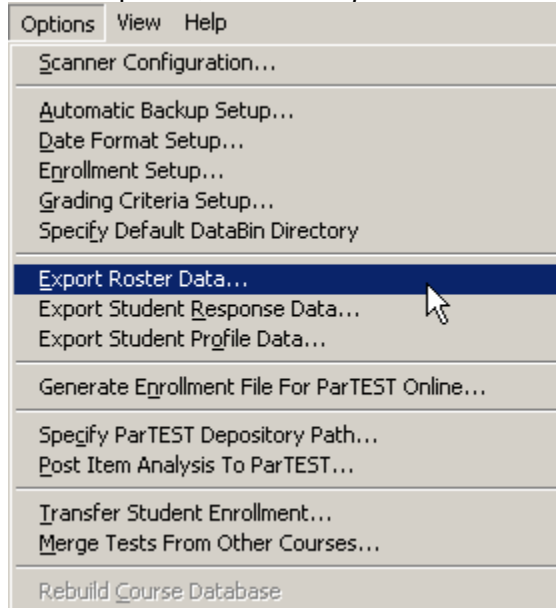


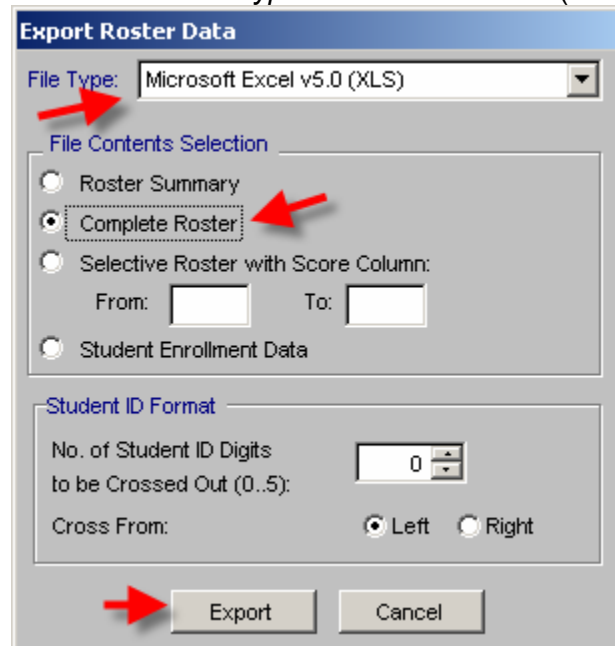
Importing Grades from ParSCORE to Blackboard 6.2

1. In ParSCORE:

- a. Click the Roster tab. Alphabetize the roster by last name by double-clicking the *last name* button at the top of that column.
- b. Under Options, click on *Export Roster Data*



- i. For *Save File As Type*: Select Excel v5.0 (see picture below)



- ii. Select *Complete Roster* (see picture above)
- iii. Click *Export* button (see picture above)
- iv. In the *Save As* box which pops up, type a file name and select a location in which to save the file (e.g. Desktop. Do NOT save to the default S: drive). Click *Save* button

- v. Open file in Excel
 1. Change formatting, if desired, to make it easier to read.
 - a. Click in upper left box of spreadsheet.
 - b. From the menubar, select *Format*, select *AutoFit Column*.
 2. Delete ALL columns except last name, first name, and score.
 3. Delete ALL rows except rows with student names & scores.

2. In Blackboard,

a. Go to *Control Panel > Gradebook*

b. Click *Download Grades*

| Name (Last, First) | Week 2 - Astronomy Quiz | Week 2 - Astronomy Assignment | Week 3 - Astronomy Assignment | Workshop Participant PRAC |
|-----------------------------------|--------------------------------------|--|--|---|
| | Exam Pts Possible 10 Weight 0% | Assignment Pts Possible 10 Weight 0% | Assignment Pts Possible 10 Weight 0% | Assignment Pts Possible 0 Weight 0% |
| Ahemich, Samid | - | 8 | - | - |
| Blackboard, FDC1 | 1 | 9 | - | ! |
| Blackboard, FDC10 | 🔒 | 9 | - | - |

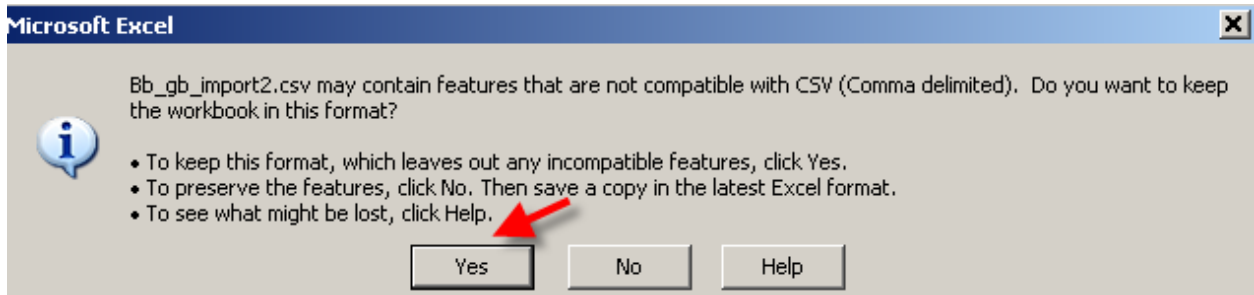
c. Follow these instructions in the screens that pop up.

- i. Select *Comma delimited file*
- ii. Click *Submit*
- iii. Click *Download*
- iv. Click *Save*
- v. Name the file
- vi. Select location to save file (desktop recommended)
- vii. Click *Save*

d. Open this csv file in Excel

- i. Change formatting, if desired, to make it easier to read.
 - a. Click in upper left box of spread sheet.
 - b. From the menubar, select *Format*, select *AutoFit Column*
- ii. Delete ALL columns except the *Name* column.
- iii. Do NOT delete the first row which includes the Blackboard Header "Name." Blackboard assumes the first row to be a header so if score data is placed in that row it will not be imported.
- iv. Save the file

- v. Select **Yes** when asked if it should keep the Gradebook in that format. Ignore the Excel warning re: "features NOT compatible."



3. In the ParSCORE Excel file

- a. Select and copy the name and score columns

4. In the Blackboard Excel file

- a. Right-click in the cell which is at the intersection of the 2nd row and 2nd column and select *Paste* from the pop-up menu. This will enter the names along with scores from ParSCORE. Now you will have 2 columns of names which ideally will match up. The first column should be the Blackboard name column; the second column will be the ParSCORE name column.
- b. COMPARE THE NAMES. This is ESSENTIAL so that students get their own score and NOT someone else's. The lists may be different for several reasons. For example, students who dropped your course may still remain in Blackboard. Students taking the course may have missed the test.
- c. Move the ParSCORE names along with score up or down as necessary (using the instructions below) to make them line up with the Blackboard names. **If a student listed in Blackboard does NOT have a score, leave the row adjacent to the name blank. Do NOT delete any names from the Blackboard list.**
- i. To Align cells to match existing names. You can shift the column of cells copied from ParSCORE down or up using the method below:
1. Select the cells
 2. Right-click
 3. Select *Insert*
 4. Select Shift Cells Down or Up to align. All the cells below or above will move down or up one row.

NOTE: It is important to **NOT to move or change the Blackboard names** in the far left-hand column. If these are altered in any way, Blackboard will recognize it and post an error message when the file is uploaded.

5. Once the names in both columns match, DELETE the ParSCORE **name** column from your Blackboard Excel file.
6. Type the name of the quiz / assignment, e.g., Quiz1, at the top of the ParSCORE score column. Now you should have a file with 2 columns, one holds the names, the other the scores.

7. Save the file as a *.csv file, e.g., Quiz1Scores.csv
8. Go to the Gradebook in your Blackboard course [Control Panel > Gradebook]
 - a. Click *Upload Grades*

Gradebook View Spreadsheet

Sort Items by
 Filter Items by Category
 Filter Users by Last Name

| | Week 2 - Astronomy Quiz | Week 2 - Astronomy Assignment | Week 3 - Astronomy Assignment | Workshop Participant PRAC |
|-----------------------------------|---|---|---|---|
| Name (Last, First) | Exam Pts Possible 10 Weight 0% | Assignment Pts Possible 10 Weight 0% | Assignment Pts Possible 10 Weight 0% | Assignment Pts Possible 0 Weight 0% |
| Ahemich, Samid | - | 8 | - | - |
| Blackboard, FDC1 | 1 | 9 | - | ! |
| Blackboard, FDC10 | 8 | 9 | - | - |

- b. In the screen that pops up, browse for your .csv file, for example, Quiz1.csv
 - c. In the box that appears
 - i. Select the name of the column to upload to Excel.
 - ii. Select *Create New Gradebook Item*
 - d. In the *Add/Modify Gradebook* screen that appears:
 - i. Enter *Points Possible*
 - ii. Make other changes as needed.
 - e. Select *Submit*.
9. In the screen that appears, choose the *Rows to import* by clicking individual students OR clicking the *Select All* hyperlink above the list of student names. Click OK
10. Look at the Gradebook to confirm the grades were imported.
11. Click OK.

NOTE: The names must begin in the 2nd row because Blackboard assumes the first row of the table is a header. Do NOT add, delete, move, or change names from the Blackboard name column or Blackboard won't accept the file.