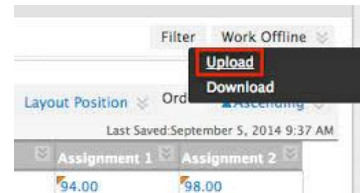




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### Upload a File to the Grade Center

Off-line grading is used by many instructors in order to eliminate data double entry. The grades are then imported into Grade Center. The source files could be of different formats like Excel or CSV. A certain specific format should be used for the date to be uploaded correctly and be synched with existing Grade Center data.



### Steps to Upload a File to the Grade Center

1. From the action bar of the Grade Center, point to **Work Offline** and select **Upload**.
2. Browse for the file. Files are uploaded from a local computer or if available, from the Content Collection.
3. Select the Delimiter Type, Comma, Tab, or Auto. Auto will attempt to automatically detect the delimiter used in the selected file.
4. Click Submit to upload the selected file.
5. Review the list of data from the file to be uploaded on the Upload Grades Confirmation page. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file.
6. Review the Data Preview Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.
7. Large files take significant time to process and a warning message will be displayed for any files that need extra time to process. To avoid long processing times, break up large files into separate uploads.
8. Click Submit to confirm and upload the file.

### References

#### How Can I Upload Grades from the Grade Center:

[https://en-us.help.blackboard.com/Learn/9.1\\_2014\\_04/Instructor/120\\_Grade\\_Center/040\\_Upload\\_or\\_Download\\_Grade\\_Center\\_Items\\_f or\\_Working\\_Offline](https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/120_Grade_Center/040_Upload_or_Download_Grade_Center_Items_f or_Working_Offline)

#### Youtube video

[https://www.youtube.com/watch?v=Ex-m0HUSzmA&index=12&list=PLontYaReEU1shWKvIgLyoKI79H\\_5q3TOB](https://www.youtube.com/watch?v=Ex-m0HUSzmA&index=12&list=PLontYaReEU1shWKvIgLyoKI79H_5q3TOB)

#### ccis shared folder:

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