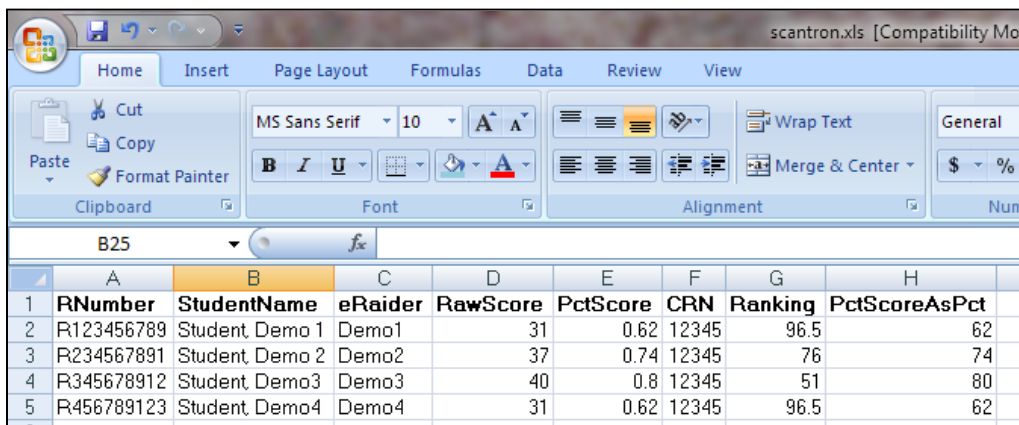


How to Upload Scantron Scores to Blackboard Learn 9.1

The TTU Testing Center will send the instructor an email with the Excel file containing the scores, along with several other informational files. Follow these instructions to upload those scores to your Blackboard Course Grade Center.

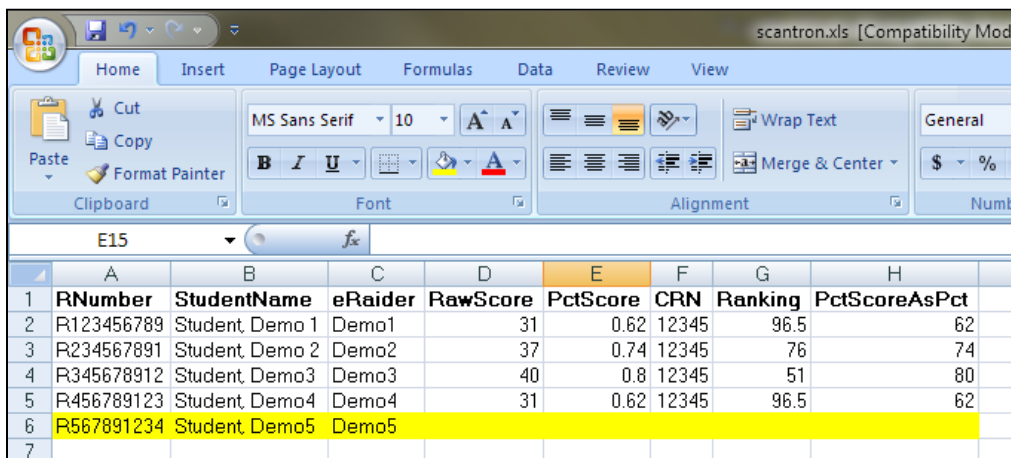
Access Blackboard at www.blackboard.ttu.edu.

1. Open the Excel file (.xls or .xlsx) containing the score information. Save it to your computer.



	A	B	C	D	E	F	G	H
	RNumber	StudentName	eRaider	RawScore	PctScore	CRN	Ranking	PctScoreAsPct
1	R123456789	Student, Demo 1	Demo1	31	0.62	12345	96.5	62
2	R234567891	Student, Demo 2	Demo2	37	0.74	12345	76	74
3	R345678912	Student, Demo3	Demo3	40	0.8	12345	51	80
4	R456789123	Student, Demo4	Demo4	31	0.62	12345	96.5	62

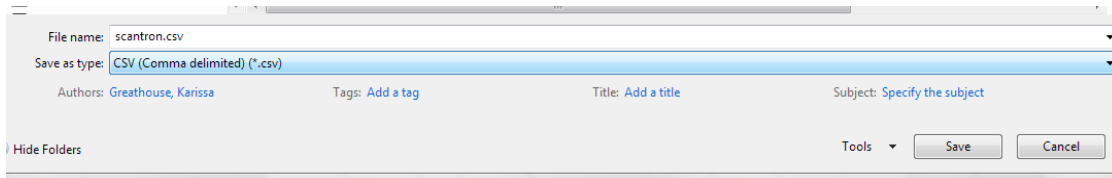
2. Identify and delete the row(s) containing any students who have dropped the course. Having these names in the file during upload will cause the upload attempt to fail.



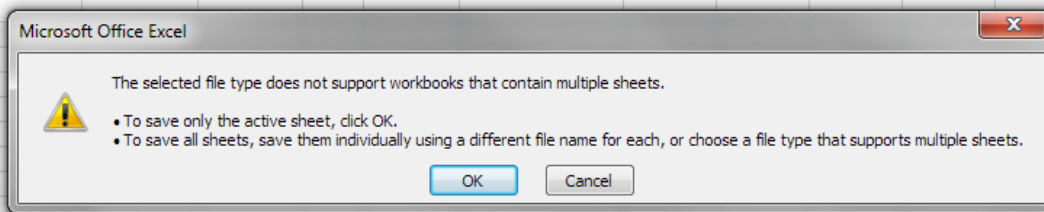
	A	B	C	D	E	F	G	H
	RNumber	StudentName	eRaider	RawScore	PctScore	CRN	Ranking	PctScoreAsPct
1	R123456789	Student, Demo 1	Demo1	31	0.62	12345	96.5	62
2	R234567891	Student, Demo 2	Demo2	37	0.74	12345	76	74
3	R345678912	Student, Demo3	Demo3	40	0.8	12345	51	80
4	R456789123	Student, Demo4	Demo4	31	0.62	12345	96.5	62
5	R567891234	Student, Demo5	Demo5					



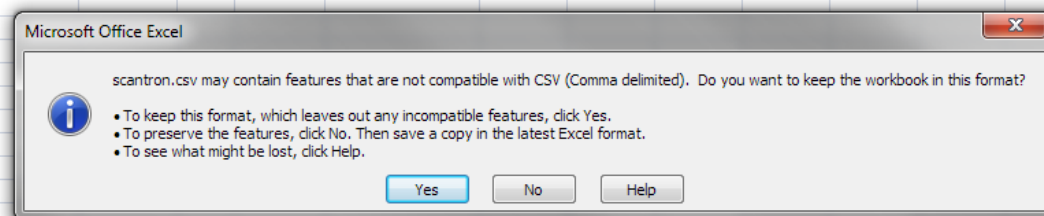
3. Save the file As a .CSV (Comma delimited) file.



a. Click OK if you receive the following message.



b. Click Yes if you receive the following message.



4. In the .CSV file, delete all columns except “eRaider” and “PctScoreAsPct.” *Do not delete these columns in your original spreadsheet file.* The eRaider field is the unique identifier (key field) that Blackboard will use to match the score with the correct student in the Grade Center.

	A	B	C	D	E	F	G	H	I
1	RNumber	StudentName	eRaider	RawScore	PctScore	CRN	Ranking	PctScoreAsPct	
2	R123456789	Student, Demo 1	Demo1	31	0.62	12345	96.5	62	
3	R234567891	Student, Demo 2	Demo2	37	0.74	12345	76	74	
4	R345678912	Student, Demo3	Demo3	40	0.8	12345	51	80	
5	R456789123	Student, Demo4	Demo4	31	0.62	12345	96.5	62	
6									
7									



5. Rename “eRaider” to “Username”, and “PctScoreAsPct” to the unique name of the test (i.e. “Exam 1”). Make sure that “Username” is all one word when you rename the column. The test name can already exist in Blackboard, but it must be empty of student scores – any score that exists in the column in Blackboard will be overwritten by the score in the scantron spreadsheet. If the column does not already exist, this upload process will create it.

	A	B	C	D	E	F	G	H	I
1	Username	Exam 1							
2	Demo1	62							
3	Demo2	74							
4	Demo3	80							
5	Demo4	62							
6									

6. To upload the scores, open the Blackboard course and go to the Full Grade Center in the Control Panel. Mouse over the Work Offline button in the top-right corner and select the Upload option to begin the upload.

The screenshot shows the Blackboard Full Grade Center interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. The 'Work Offline' button is highlighted, and a dropdown menu is open showing 'Upload' and 'Download' options. Below the buttons, there is a 'Grade Information Bar' with a table of student data. The table has columns for 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', and 'Availability'. The data rows are: 'Four', 'Demo', 'demo4', 'demo1', 'February 5, 2014', 'Available'; 'One', 'Demo', 'demo1', 'demo1', 'February 25, 2014', 'Available'; 'Three', 'Demo', 'demo3', 'demo2', 'February 20, 2014', 'Available'; 'Two', 'Demo', 'demo2', 'demo2', 'February 25, 2014', 'Available'; and 'User', 'Demo', 'bb_demo_1121', 'demo2', 'February 25, 2014', 'Available'. The 'Selected Rows: 0' is shown at the bottom left.

Continued...



7. Click the **Browse My Computer** button and locate the **.CSV** file containing the scores to upload. Select the file and click the **Open** button. The **Delimiter Type** can be set to **Auto** or **Comma** when uploading a **.CSV** file. Click **Submit**.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

Cancel Submit

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

★ Attach File

Selected File

File Name	scantron.csv
Name of link to file	<input type="text" value="scantron.csv"/>

Delimiter Type ☒ Auto ☐ Comma ☐ Tab

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

8. In this example, the **Exam 1** column did not already exist in Blackboard, so the process will create it and upload the grades into that column. Click **Submit**. Note that newly created columns will always be ordered to the far right in the Grade Center.

Upload Grades Confirmation

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

Cancel Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input checked="" type="checkbox"/>	Exam 1			62,74,80,62	Add Column

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Continued...



Troubleshooting Tips – check the following tips if you encounter difficulties during the upload process.

- **Make sure you have removed the names of any students who have dropped the course.**
- **If a student did not take the test, and their record is blank, it is helpful to place a zero in the spreadsheet before uploading.**
- **Check that the eRaider column has been renamed properly – it must be called *Username*.**

Please contact the Blackboard Faculty Support Team at blackboard@ttu.edu if you require assistance or if you have questions.