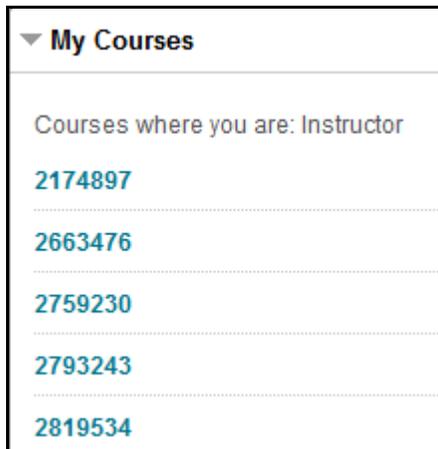


How to Export MindTap Grades into Blackboard

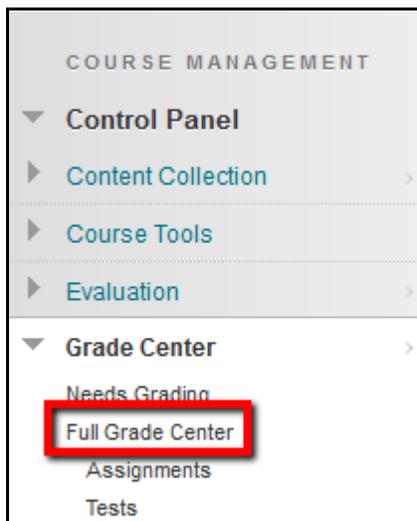
Updated 08/13/14

Export Blackboard Gradebook

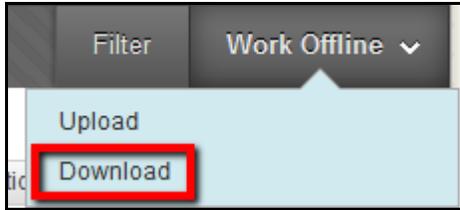
1. Log into your Blackboard account.
2. Select your course from the course list on the right:



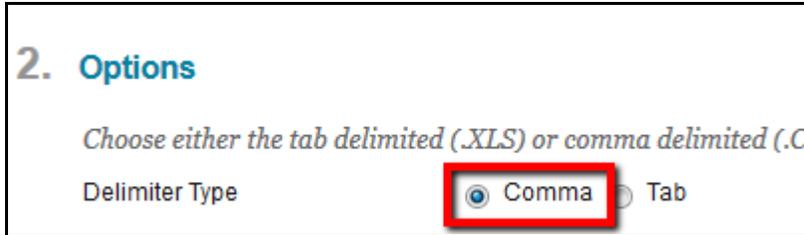
3. Select **Full Grade Center** under *Control Panel* -> *Grade Center* at the bottom, left side of the screen:



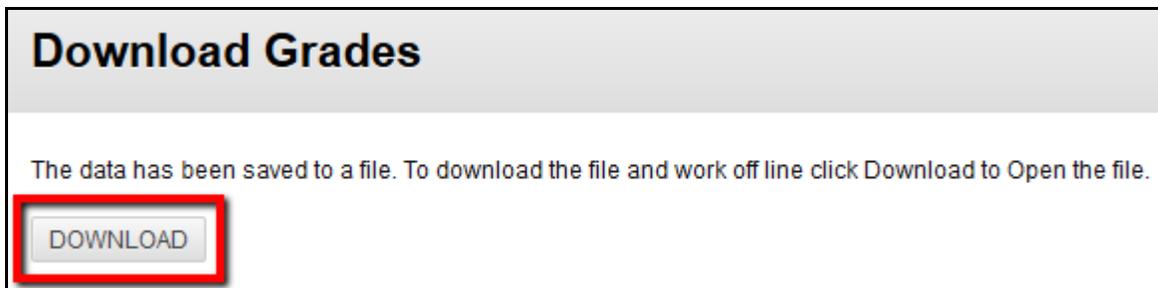
4. Choose **Download** from the *Work Offline* drop down menu:



5. Under *Options*, select **Comma** for *Delimiter Type*. Everything else on the page can be left the same. Click **Submit**:

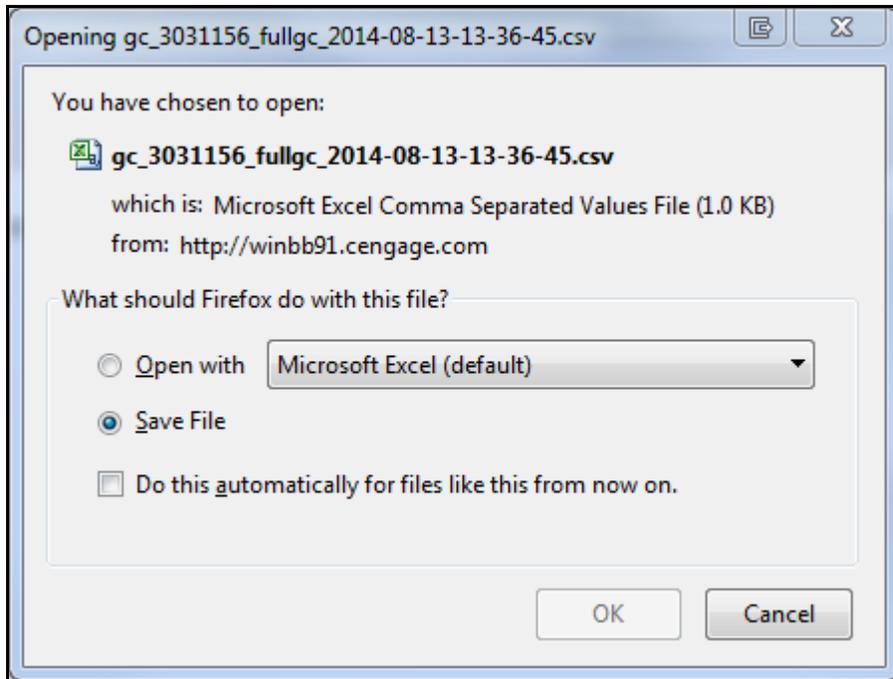


6. Click **DOWNLOAD** on the next page:



7. Select a download location for the file. You will need to access it at a later time:

Please Note: The file name will be similar to: gc_CourseName_fullgc_Date_Time.csv

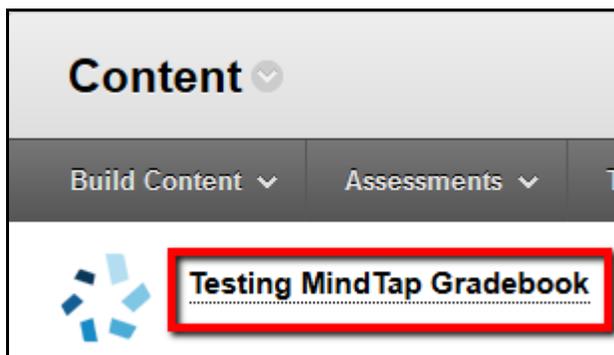


8. Here is an example of what the exported Blackboard Grade Center file will look like:

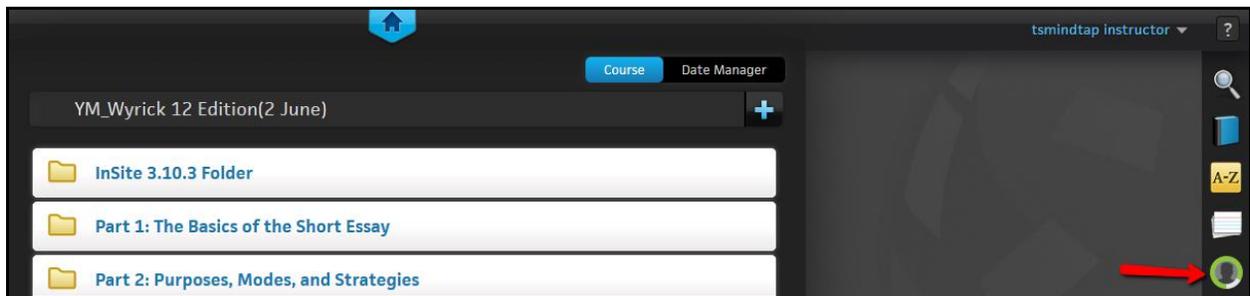
A1	Last Name											
A	B	C	D	E	F	G		H		I		
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	[Total Pts: up to 0]	52184	Total [Total Pts: up to 0]	52183	Quick Check 1-1 - Spelling Terms [Total Pts: 0
2	Student	Support	apgstudent1		04:33.1	Yes					2	
3												
4												
5												

Export MindTap GradeBook

1. Launch your MindTap course (via Blackboard):



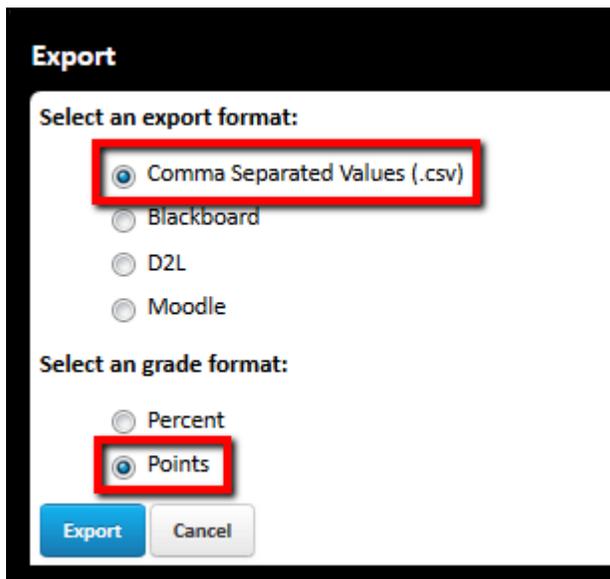
2. Click on the **Progress** app on the left hand side:



3. Click on **Manage**, and then **Export** on the right hand side:



4. Select **Comma Separated Values (.csv)** for the *export format* and **Points** for the *grade format*. Click **Export**:



5. Save the exported file onto your computer:

Please Note: The file name will be similar to: gradebook_export_Date_Time.csv

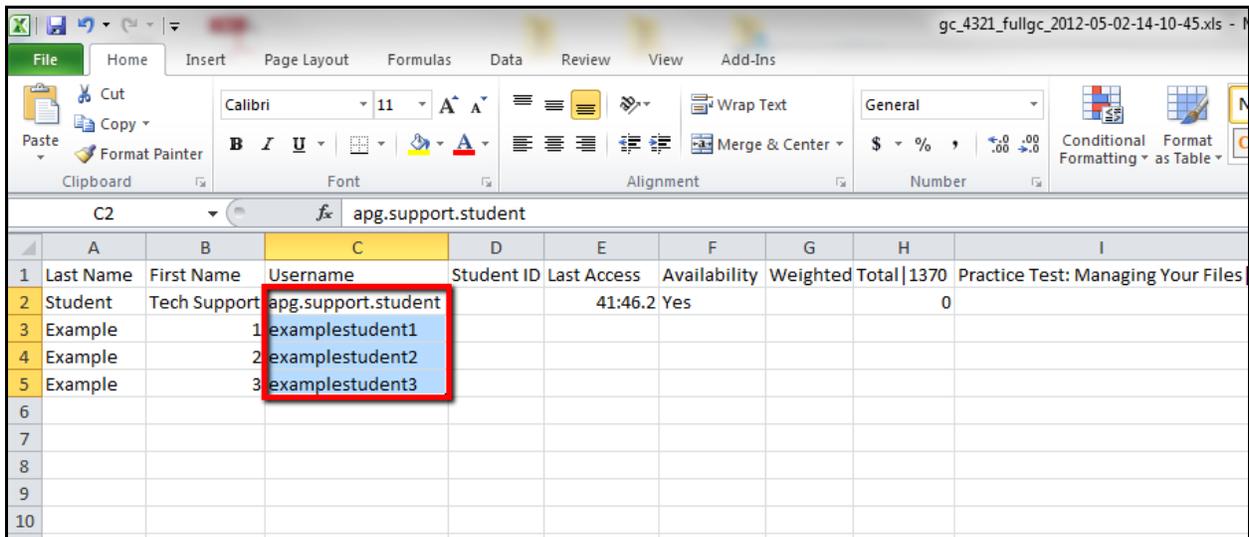
5. Open the Blackboard export. Paste the copied assignments/grades from the MindTap export into the Blackboard export. Make sure the grades align with the correct names:

Before:

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Weighted Total [Total Pts: up to 0]	52184
2	Student	Support	apgstudent1		04:33.1	Yes			
3									

After:

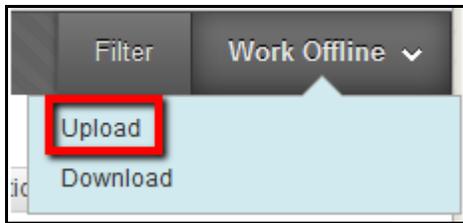
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Weighted Total [Total Pts: up to 0]	52184	Quick Che	Chapter 1	Chapter 1				
2	Student	Support	apgstudent1		04:33.1	Yes									1.8	0
3																



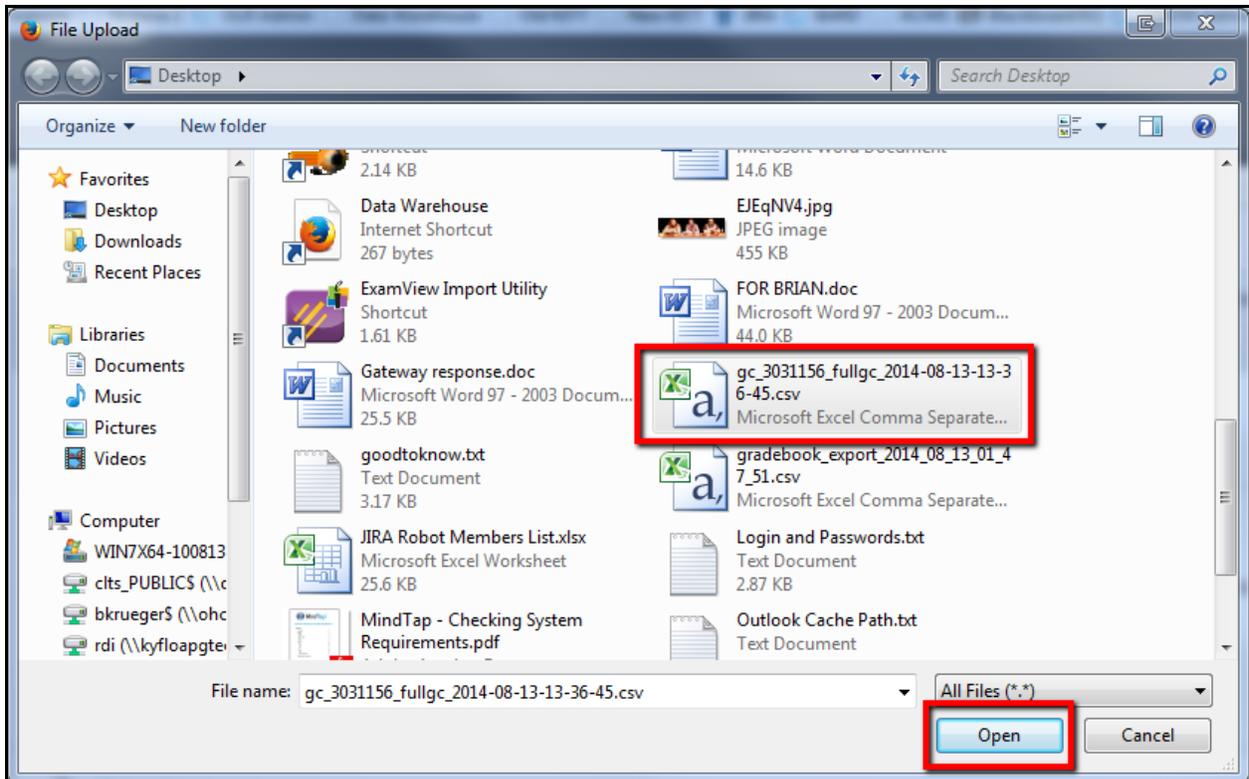
6. Save the Blackboard export onto your computer once more. This is the file we will be uploading back into Blackboard.

Upload New Spreadsheet to Blackboard

1. Return to the Grade Center within your Blackboard Course.
2. Click on the **Work Offline** drop down menu in the top right side of the screen. Select **Upload**:



3. Click **Browse My Computer**, locate the file you want uploaded, and then click **Open**. Make sure you upload the **NEW** Blackboard file, and not the original Blackboard or MindTap export:



4. Click **Submit**:



5. Select which columns to upload and click **Submit**:

Upload Grades Confirmation

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

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input checked="" type="checkbox"/>	Weighted Total			-	Add Column
<input checked="" type="checkbox"/>	Weighted Total	<input checked="" type="checkbox"/>	Weighted Total	-	Automatically calculated data will not be uploaded.
<input checked="" type="checkbox"/>	Quick Check 1-1 - Spelling Terms			-	Add Column
<input checked="" type="checkbox"/>	Quick Check 1-2 - Building Terms			-	Add Column
<input checked="" type="checkbox"/>	Quick Check 1-3 - Spelling Terms			-	Add Column
<input checked="" type="checkbox"/>	Quick Check 1-4 - Spelling Terms			-	Add Column
<input checked="" type="checkbox"/>	Quick Check 1-5 - Building Terms			-	Add Column
<input checked="" type="checkbox"/>	Chapter 1 Homework			1.8	Add Column
<input checked="" type="checkbox"/>	Chapter 1 Learning Lab			-	Add Column
<input checked="" type="checkbox"/>	Chapter 1 Test			0	Add Column

Click **Submit** to proceed. Click **Cancel** to quit.

6. The students' grades under the Grade Center are now updated:

Total Grades Uploaded:2
 New Columns Added:Weighted Total,Quick Check 1-1 - Spelling Terms,Quick Check 1-2 - Building Terms,Quick Check 1-3 - Spelling Terms,Quick Check 1-4 - Spelling Terms,Quick Check 1-5 - Building Terms,Chapter 1 Homework,Chapter 1 Learning Lab,Chapter 1 Test

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: ▲ Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Quick Check 1-	Quick Check 1-	Quick Check 1-	Quick Check 1-
Student	Support	apgstudent1		August 8, 2014	Available	--	3.80	--	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend