

# How to Export MindTap Grades into Blackboard

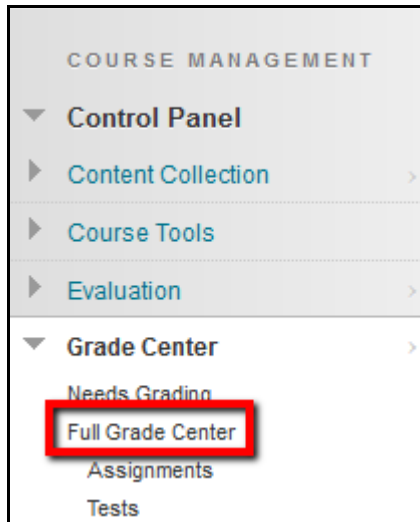
Updated 08/13/14

## Export Blackboard Gradebook

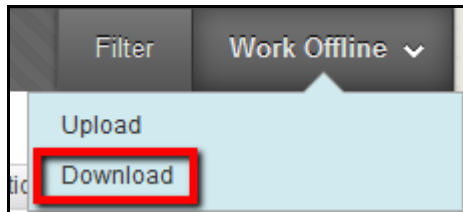
1. Log into your Blackboard account.
2. Select your course from the course list on the right:



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**:

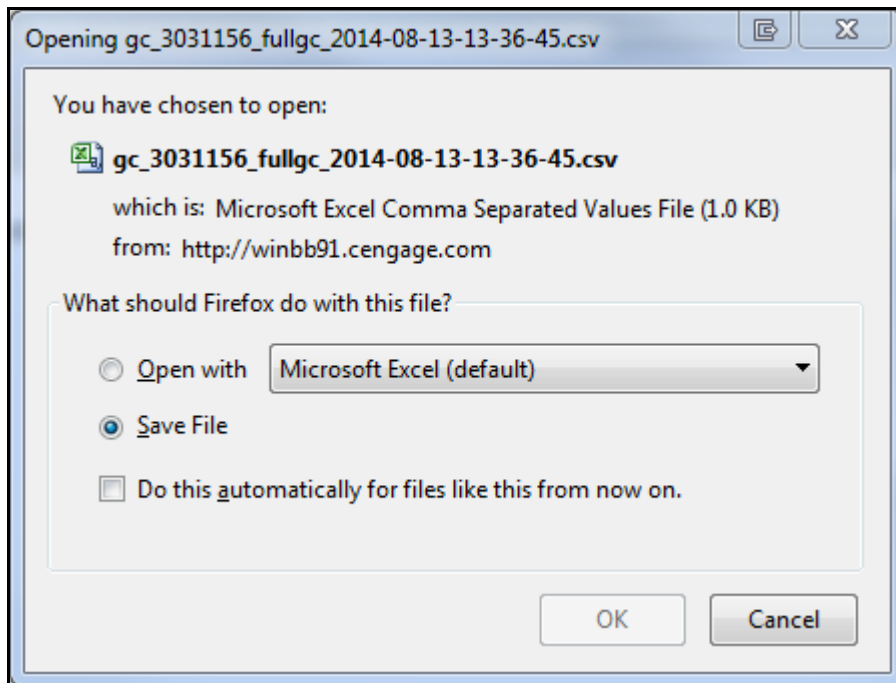
A screenshot of a web form section titled '2. Options'. Below the title is a sub-heading: 'Choose either the tab delimited (.XLS) or comma delimited (.CSV)'. Underneath is a label 'Delimiter Type' followed by two radio buttons. The first radio button is labeled 'Comma' and is selected (indicated by a blue dot). The second radio button is labeled 'Tab'. The 'Comma' radio button and its label are highlighted with a red rectangular box.

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

A screenshot of a web page section titled 'Download Grades'. Below the title is a message: 'The data has been saved to a file. To download the file and work off line click Download to Open the file.' Below the message is a button labeled 'DOWNLOAD'. The button is highlighted with a red rectangular box.

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

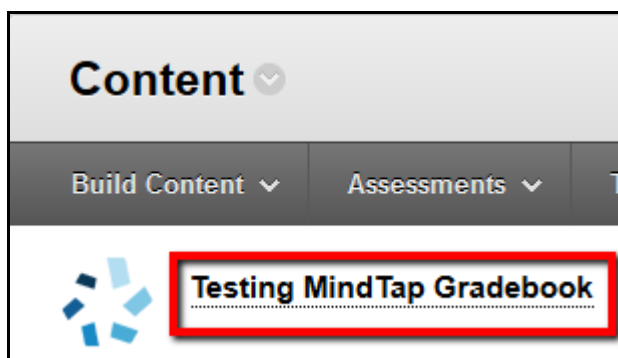


8. Here is an example of what the exported Blackboard Grade Center file will look like:

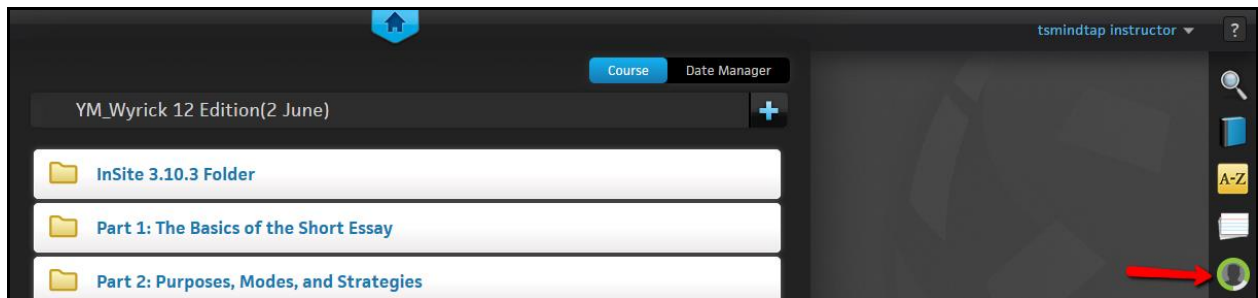
	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total [Total Pts: up to 0]	52184	Total [Total Pts: up to 0]
2	Student	Support	apgstudent1		04:33.1	Yes			2
3									
4									
5									

## Export MindTap GradeBook

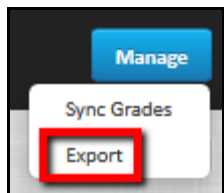
1. Launch your MindTap course (via Blackboard):



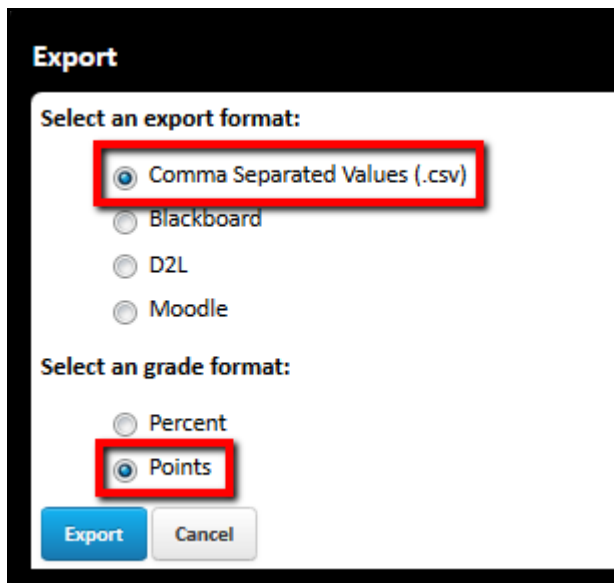
2. Click on the **Progress** app on the left hand side:



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

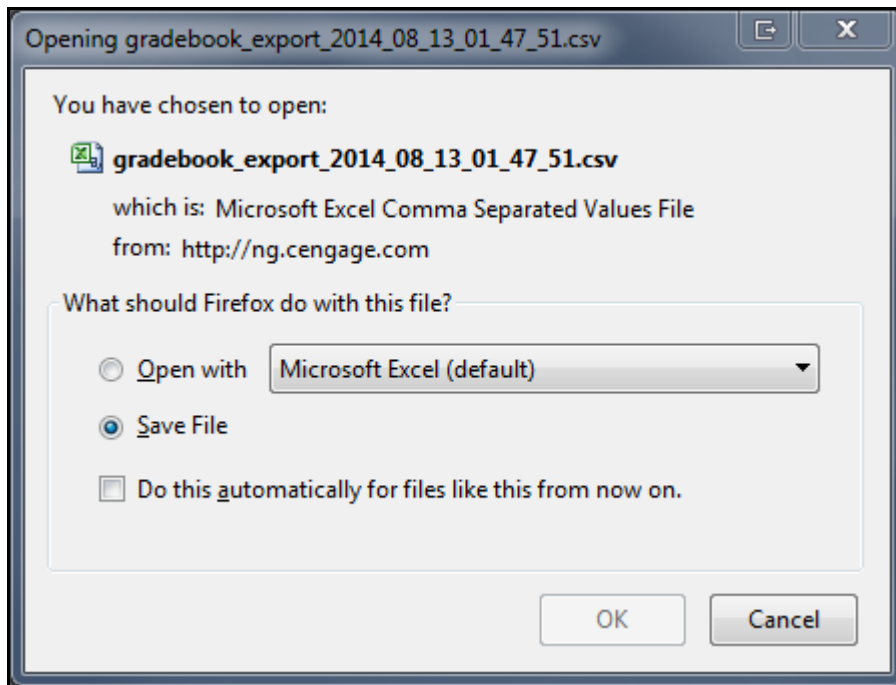


4. Select **Comma Separated Values (.csv)** for the *export format* and **Points** for the *grade format*. Click **Export**:



5. Save the exported file onto your computer:

**Please Note:** The file name will be similar to: gradebook\_export\_Date\_Time.csv



## Merging the Two Gradebook Exports

1. Open the file downloaded from Blackboard.
2. Open the file downloaded from MindTap.
3. On the MindTap export, delete the three rows beneath the Assignment Name. These rows are not needed within Blackboard. These three rows will typically say:
  - Graded/Practice
  - Assessment/Homework
  - Max Points

A	B	C	D	E	F	G	H
1 Student Name	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
2	Graded	Graded	Graded	Graded	Graded	Graded	Graded
3	Assessment	Assessment	Assessment	Assessment	Assessment	Homework	Assessment
4	Max Points: 24	Max Points: 9	Max Points: 2	Max Points: 34	Max Points: 5	Max Points: 19	Max Points: 100
5 Student,Support						1.8	
6							
7							
8							
9							

4. Select the assignments and grades you would like copied into Blackboard. Do not copy the first column (Column A) that includes the student name. Keep in mind we are still working within the MindTap export:

A	B	C	D	E	F	G	H	I
1 Student Name	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
2 Student,Support						1.8		0
3								
4								

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:**

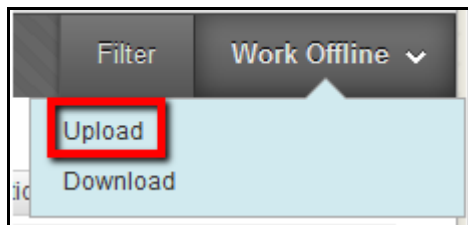
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Weighted Total [Total Pts: up to 0]	52184	Quick Che	Quick Che	Quick Che	Quick Che	Quick Che	Chapter 1	Chapter 1
2	Student	Support	apgstudent1		04:33.1	Yes									1.8	0
3																

	A	B	C	D	E	F	G	H	I
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Practice Test: Managing Your Files
2	Student	Tech Support	apg.support.student		41:46.2	Yes		0	
3	Example	1	examplestudent1						
4	Example	2	examplestudent2						
5	Example	3	examplestudent3						
6									
7									
8									
9									
10									

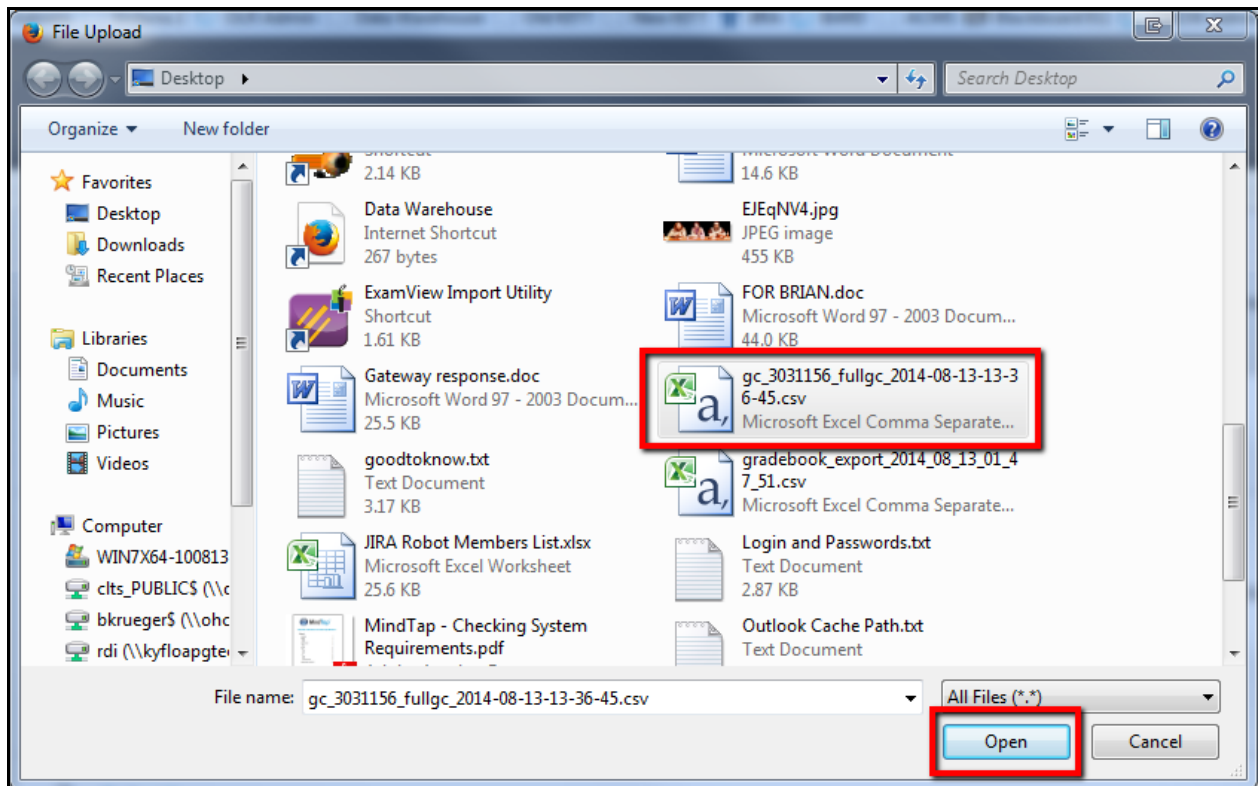
6. Save the Blackboard export onto your computer once more. This is the file we will be uploading back into Blackboard.

## 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
	Weighted Total		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 ColumnCreate Calculated ColumnManageReportsFilterWork Offline

Move To TopEmail

Sort Columns By:Layout PositionOrder:Ascending

Grade Information Bar

Last NameFirst NameUsernameStudent IDLast AccessAvailabilityWeighted TotalTotalQuick Check 1-Quick Check 1-Quick Check 1-Quick Check 1-

StudentSupportapgstudent1August 8, 2014Available--3.80------

Selected Rows: 0

Move To TopEmail

Icon Legend