

Instructors can now upload Gradebook columns and grades as Excel (.XLS) files into Blackboard. **It is no longer required that you save the file as the file type CSV which used to be the case with Blackboard in versions 6.3 and earlier.**

- It is best to Download your Gradebook first and work on it in your spreadsheet program, rather than try to create a new file to upload.
- It is very cumbersome to create a Gradebook from scratch then upload it to Blackboard since the upload process uploads only one column at a time to prevent problems.

To Upload your Gradebook

1. Click on the **Gradebook** link in the **Assessment** area of **Control Panel**.
 2. Click the **Upload Grades** icon to upload the gradebook to Blackboard.
 3. To select the file you want to upload, click the **Browse button**.
 4. Select the file you want to upload and click **Open**. Click **Submit**.
 5. **Choose** which **students** you would like to **update**.
 - **Select All:** all the students will be updated
 - **Select None:** all of the students will be unselected
 - **Select Inverse:** the students you **did not** choose will be updated
- **Choose Uploaded Item** – this determines if you will be sending the data to an existing column or creating a new column in the Gradebook.
 - **Existing Column** - select the column you have created or updated outside of Blackboard as the target, **Choose Existing Item to send the data to an existing column**. Click **Submit**. If there are already grades in the column to which you are uploading, you will be given the option of overwriting some or all of the values.
 - **New Column** - select the item you have created or updated outside of Blackboard and Choose **New Gradebook Item** at the bottom of the column of **Existing Items**. When you upload to a new column, Blackboard will prompt you to add/modify the Item name, Category, Date, Points value and Display As Settings, as you normally would when creating a new Gradebook Item.