



## 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](http://www.blackboard.ttu.edu).

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

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
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

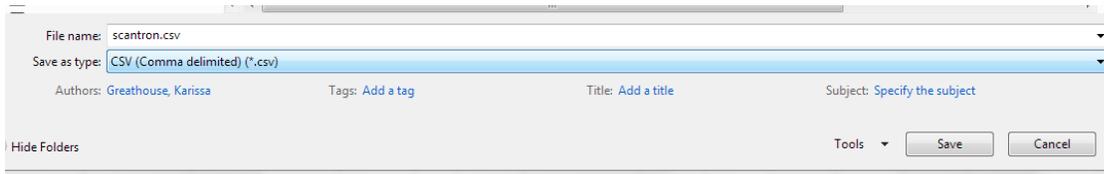
2. Identify and delete the row(s) containing any students who have dropped the course. Having these names in the file during upload will cause the upload attempt to fail.

The screenshot shows the same Excel spreadsheet as above, but with row 6 highlighted in yellow. The data in row 6 is:

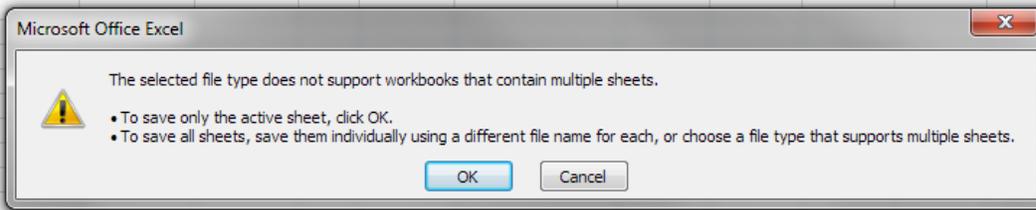
	A	B	C	D	E	F	G	H
1	RNumber	StudentName	eRaider	RawScore	PctScore	CRN	Ranking	PctScoreAsPct
2	R123456789	Student, Demo 1	Demo1	31	0.62	12345	96.5	62
3	R234567891	Student, Demo 2	Demo2	37	0.74	12345	76	74
4	R345678912	Student, Demo3	Demo3	40	0.8	12345	51	80
5	R456789123	Student, Demo4	Demo4	31	0.62	12345	96.5	62
6	R567891234	Student, Demo5	Demo5					
7								



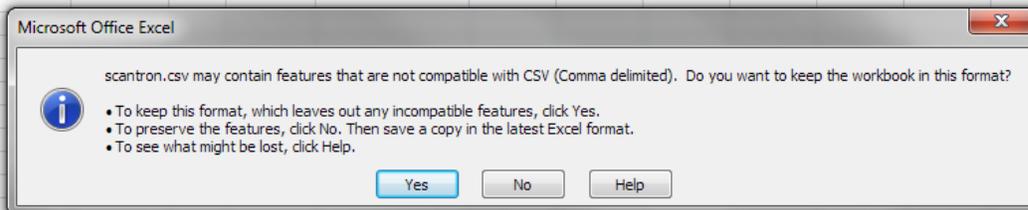
### 3. Save the file As a .CSV (Comma delimited) file.



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 navigation buttons: "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 navigation bar, there are controls for "Move To Top", "Email", "Layout Position", and "Order" (set to "Ascending"). A "Grade Information Bar" is visible, showing "Last Saved: February 18, 2014 10:03 AM". The main table has columns for "Last Name", "First Name", "Username", "Student ID", "Last Access", and "Availability". The table contains five rows of student data:

Last Name	First Name	Username	Student ID	Last Access	Availability
Four	Demo	demo4		February 5, 2014	Available
One	Demo	demo1	demo1	February 25, 2014	Available
Three	Demo	demo3		February 20, 2014	Available
Two	Demo	demo2	demo2	February 25, 2014	Available
User	Demo	bb_demo_1121		February 25, 2014	Available

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 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

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**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](mailto:blackboard@ttu.edu) if you require assistance or if you have questions.**