

Importing Testing Services Results Into Blackboard Learn's Grade Center

Instructors who give exams that are scanned and scored by UA Testing Services (<http://testing.ua.edu> > Tests Scoring and Reporting) can import the student test results into the Blackboard Learn Grade Center.

OBTAINING THE STUDENT TEST RESULTS

1. Log into myBama and open the **Faculty** tab.
2. Locate the section **Faculty Teaching** and select **Faculty Services** under Testing Services.
3. Click on the name of the course to the left of the Test Description for the test results you would like to import.

Course	Test Description	Header ID	Upload Date	Term
MKT-313-026	CHANG III	313026	8/6/2010 10:49:23 AM	Summer 2010

4. Locate the Blackboard Learn export options box towards the bottom of the screen. Select the button to the left of either **Raw Score** or **Percentage Score**.

eLearning / Blackboard Learn

MyBamaID, First Name, Last Name
(select fields to export)

Raw Score
 Percentage Score

5. Click on the **Blackboard Learn Export** button. This will download a CSV file to your computer.

Important Note: Do not open the file in a word processing or spreadsheet program (Microsoft Word or Excel, for example) and then attempt to import it!!!! Even if the file extension is maintained, formatting characters can be inserted that cause file upload errors. If it is necessary to edit the file before importing to Blackboard Learn, this can be done in a basic text editor (Notepad).

IMPORTING THE STUDENT TEST RESULT FILE GRADES INTO THE GRADE BOOK

1. Open the Blackboard Learn course.
2. In the bottom lefthand area of the screen, in the course Control Panel, click on **Grade Center** to expand its options. Navigate to the **Full Grade Center** section.
3. In the top right hand area of the Grade Center, click the **Work Offline** button and choose **Upload** from the drop down menu.
4. Click **Browse My Computer** and navigate to the scores file.
5. Click **Open**. Click **Submit**.

A confirmation screen will show what is imported. Note: If an Import Error occurs, a student may have entered an incorrect username on the test sheet. Enter that score into the Grade Book manually.

By default, the column that is created will be a non-grade text column with no grade value. To change the column type and value, follow these steps.

1. Locate the newly created column in the far right of the grade center.
1. Next to the title of the column, click on the action link and choose **Edit Column Information**.
2. Change the Primary display to the desired type, as well as the points possible. This is also where the column name, category, and options regarding displaying the grade to students can be determined.
3. Choose **Submit**.