

How to Upload Opscan/Scantron Scores to Blackboard's Grade Center

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In order to upload your Opscan scores into Grade Center you must save both the Opscan file and the Grade Center file to your computer and then upload both into our File Merger program. This will merge the 2 files into 1 new file called grade.csv. Then you will upload this new merged file into Blackboard's Grade Center.

1. The Opscan file:

Once you have received the raw scores from the Opscan office, default name: ExamN_Blackboard_Raw.xls as an attachment in an email, open it and save it as a .CSV file (Comma delimited).

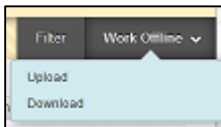
- In Excel, go to the **File tab** > **Save As** > under "Save as Type" choose **CSV (Comma delimited) (*.csv)**

*We recommend using PC for this step. The Mac version of Excel does not have the correct CSV type.

2. The Grade Center file:

Go to Blackboard and download your Full Grade Center following these steps:

- In the Control Panel, go to **Grade Center** > **Full Grade Center** and click on the "Work Offline" button on the right of the screen.



- Select **Download**.
- On the "Download Grades" page:
 - Select **User Information Only**
 - Select **Comma** for **Delimiter Type**
 - Select **Yes** for **Include Hidden Information**
 - Click **submit**

It is important not to download the Grade Center file until you are ready to upload the Opscan scores into Blackboard.

The reason for this is if anyone drops or withdraws from the course you will receive an error when uploading.

- On the next page, click **Download** and save the file to your computer. The default file name is: gc_COURSEID_studinfo_DATE_TIME.csv, but you can rename it to whatever you like.
 - CourseID is your course information for example: BIO-202-SEC01
 - Date and Time are the date and time that you downloaded the grade center to your computer.

3. Merge the 2 files using the File Merger program:

Go to the File Merger program: <https://www.ic.sunysb.edu/blackboard/scantron.html>

File Uploader - Mozilla Firefox
 http://www.ic.sunysb.edu/blackboard/scantron.html

Please select the .CSV files to upload

Blackboard Gradebook: Browse

Scantron Grades: Browse

Upload

Put BB Grade Center file here, saved in Step 2

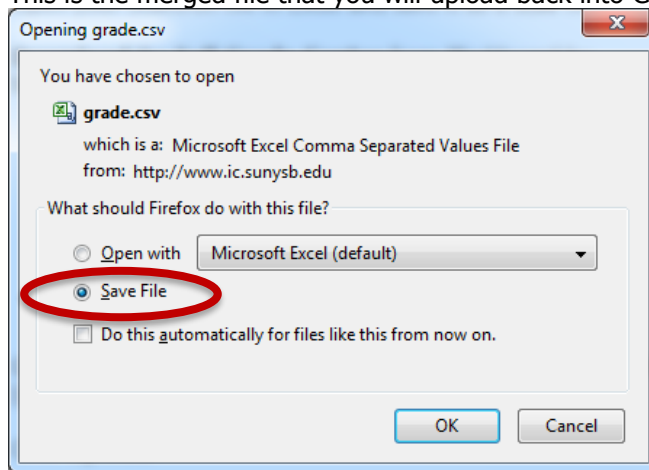
Put Opscan file (CSV) here, saved in Step 1

Click **Upload** when done.

You will be prompted to **Save** the file called **grade.csv**.

Do NOT Open the file

This is the merged file that you will upload back into Grade Center.



4. Upload the Merged file (grade.csv) to Blackboard:

- Go back to the **Full Grade Center > Work Offline > Upload**
- In the Upload Grade screen click on the **Browse** button next to "Attach local file".
- Select **grade.csv** to upload.
- Choose **Comma** as the "Delimiter Type" and then click **Submit**.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external identifiers for each Student and each existing Column.

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded correctly.

Attach local file Browse...

or Copy file from Content Collection Browse...

Delimiter Type Auto **Comma** Tab

2. Submit

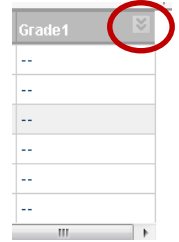
Put **grade.csv** here

5. Upload Grade Confirmation:

- You will see a row with all the student's grades.
- Hyphens (-) will be shown for students who do not have a grade listed.
- Click **Submit** to confirm submission of grades. You may need to scroll to the right to see the **Submit** button if you have a large class.

6. Convert Grades to Numeric Values:

- A new column will be listed in the **Grade Center** with a default title of **Grade1**. It will be listed at the far right of the **Grade Center** spreadsheet.
- Click on the chevrons in the column header for Grade1.
- Click on **Edit Column Information** in the content menu.
- Change the **Column Name**.
- **Primary Display** will be set to **Text** by default. Change **Primary Display** to **Score**. **Points Possible** should be the total number of possible correct answers (e.g. If a test has 50 questions, worth 2 points each, **Points Possible** should be 50).
- Click **Submit**.



Primary Display	Text	<p>Grades must be entered using the selected display option in the Grade Center and My Grades.</p>
Secondary Display	None	
Category	No Category	
* Points Possible	0	

Change **Primary Display** to **Score**.

Set **Points Possible**, to be the number of correct answers.

NOTE: If you convert to percent in the first part Blackboard will compute the percent incorrectly.

7. Convert Grades to Percent:

- Click on the chevrons in the column header.
- Click on **Edit Column Information** in the content menu.
- Change the **Primary Display** to **Percent**.
- Click **Submit**. Blackboard will convert the **Raw** scores to **Percent**.

***TLT would like to thank Mark Carroll in Systems for creating the file converter program.**