

Uploading Scantron into the Grade Center

When students complete a test via scantron, instructors are able to take the scantron sheets to the Help Desk where they can be downloaded into a file that Bb can read and upload into the Grade Center. The students will need to code their Banner ID, also known as their V-Number or student number onto the scantron form (8 digit number).

First, take your scantron sheets to the Help Desk at either Cabell or Sanger. The staff will assist you in filling out the necessary forms.

Note: Make sure that the Blackboard file option is checked off, which will automatically select spreadsheet file.

Once the download of the scantrons are complete, a .csv file will be emailed to your VCU email address.

To Save the File (sent from the Help Desk) from email to your Local Drive

1. **Right click** on the file and select *Save*.
2. Locate where you would like to save the file.
3. Click **Save**.

Or

1. Open the file and click the Save button within the application.
2. Locate where you would like to save the file.
3. Click **Save**.

To Upload File into Blackboard Grade Center (the upload will create a new column in the Grade Center)

1. Log into Blackboard.
2. Under *Control Panel* and *Evaluation*, click **Grade Center**.
3. Hover over the **Work Offline** button and select **Upload**.
4. Click **Browse** beside *Attach Local File*.
5. Click **Submit**.
6. Review the list and select what needs to be uploaded. Remember to indicate if the column's primary display should be Score, Percentage, Letter, etc. Currently it is defaulted to Score.
7. Click **Submit**.

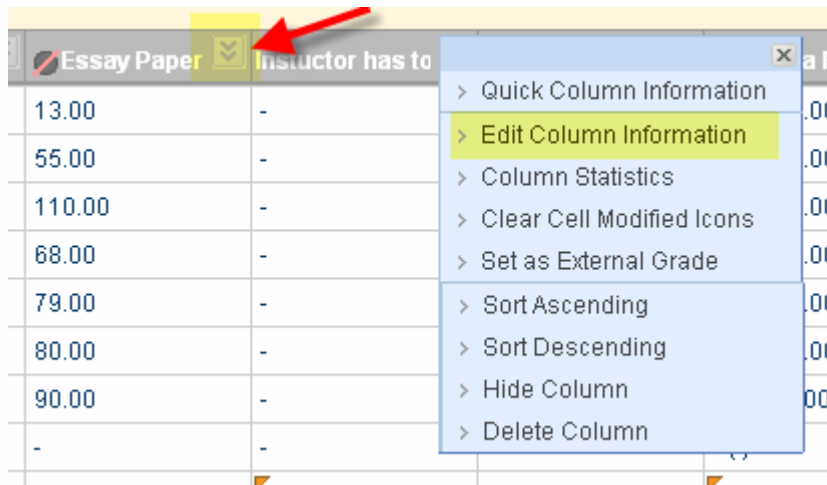
Note: If grades do not appear for some students this is because the personal information that the student entered on the scantron doesn't match the personal information listed in Bb. For those students, their grades will need to be entered manually.

To Change the Name of the Column in the Grade Center

1. While still in Blackboard, go under the *Control Panel* and *Evaluation*, click Grade Center



2. Locate the column name and click the small drop down box beside the title.
3. Select *Edit Column Information*.



| Essay Paper | Instructor has to | |
|-------------|-------------------|-----|
| 13.00 | - | .00 |
| 55.00 | - | .00 |
| 110.00 | - | .00 |
| 68.00 | - | .00 |
| 79.00 | - | .00 |
| 80.00 | - | .00 |
| 90.00 | - | .00 |
| - | - | .00 |

4. Enter new column name/title.
5. Click **Submit**.