Step by Step: Uploading Grades to Blackboard Learn

1. Go to the Control Panel and click Grade Center.

2. Click Full Grade Center.

3. On the Grade Center: Full Grade Center page, point to the Work Offline button on the right side of the screen and click Upload.
4. On the **Upload Grades** page, Click the **Browse** button.

5. Locate and select your saved Excel file, Click the **Open** button.

6. Set the **Delimiter Type** to **Auto**.

7. Click the **Submit** button.
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8. On the **Upload Grade Confirmation** page, uncheck any columns of data that you do not want to include.
   - If any of the columns you uploaded were blank then they will not have checkboxes by them.

9. Click the **Submit** button.

10. If the upload was successful, then the **Full Grade Center** page loads and you will see a green bar at the top and it will give you the number of grades uploaded.

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