

Video Transcript

by Learning Service

Title: Blackboard Full Grade Centre – Working Offline.
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Verbatim Transcript

>> Martin: This is just a short recording of a question I was asked about marking offline or downloading Full Grade Centre onto an Excel spreadsheet. So, Blackboard allows you to download the Grade Centre in the whole for a course or you can select columns which might be opened and worked on in a spreadsheet application such as Excel.

So, why would you want to do that so for example exporting details of students who are enrolled on the course it's useful for that, entering marks and giving general feedback for an assignment without having to log into Blackboard, exporting tests and assignment data for record-keeping purposes, so that you can perform calculations through Excel is also a good reason or you just might want to have a copy of an Excel file of the Full Grade Centre for your own use.

Okay, so this is how you go about that, you scroll down to the control panel, click on the Grade Centre link, go into the Full Grade Centre and you'll notice in the top right corner your option to "Work Offline", and you're able to download the whole of the Full Grade Centre if you wish or you can select columns if you wish, to just select certain columns for your records.

Okay, and just click, because all these settings are quite common, and the default settings are usually sufficient. Once you're ready just click Submit and this is going to download the Full Grade Centre for me. So, click the download button and there you see the file appear, and I'm going to open the files as an Excel spreadsheet and we could take a look to see what that looks like from Excel's points of view.

Okay, so these are all the columns, the student names, student IDs. You expand these columns you get bit more information, then you get the attendance and the marks associated with any submissions the students have been involved in.

Okay, there you go, that's how you download a spreadsheet of the Full Grade Centre.

End.

YouTube cc

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00:00:05,980 --> 00:00:11,230
This is just a short recording of a question that was asked about marking

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00:00:11,230 --> 00:00:20,110
offline or downloading Full Grade Centre onto an Excel spreadsheet so Blackboard

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00:00:20,110 --> 00:00:25,210
allows you to download the Grade Centre in the whole for a course or you can

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00:00:25,210 --> 00:00:30,640
select columns which might be opened and worked on in a spreadsheet application

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00:00:30,640 --> 00:00:37,170
such as Excel. So why would you want to do that so for example exporting details

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00:00:37,170 --> 00:00:43,330
of students who are enrolled on the course it's useful for that entering

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00:00:43,330 --> 00:00:49,120
marks and giving general feedback for an assignment without having to log into

8

00:00:49,120 --> 00:00:54,100
Blackboard exporting tests and assignment data for record-keeping

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00:00:54,100 --> 00:00:59,560
purposes so that you can perform calculations through Excel is also a

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00:00:59,560 --> 00:01:07,689
good reason or you just might want to have a copy of an Excel file of the Full

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00:01:07,689 --> 00:01:14,590
Grade Centre for your own use ok so this is how you go about that and you scroll

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00:01:14,590 --> 00:01:21,459
down to the control panel click on the Grade Centre link go into the Full Grade

13

00:01:21,459 --> 00:01:27,810
Centre and you'll notice in the top
right corner your option to "Work Offline"

14
00:01:27,810 --> 00:01:36,719
and you're able to download the whole of
the Full Grade Centre

15
00:01:36,719 --> 00:01:44,289
if you wish or you can select columns if
you wish to just select certain columns

16
00:01:44,289 --> 00:01:51,520
for your records ok and just click
because all these settings are quite

17
00:01:51,520 --> 00:01:57,130
common and the default settings are
usually sufficient once you're ready

18
00:01:57,130 --> 00:02:05,049
just click Submit and this is going to
download the Full Grade Centre for me so

19
00:02:05,049 --> 00:02:12,030
click it down the download button and
there you see the file appear

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00:02:12,030 --> 00:02:17,070
and I'm going to open the files an
Excel spreadsheet and we could take a

21
00:02:17,070 --> 00:02:24,360
look to see what that looks like from
Excel's points of view okay so these

22
00:02:24,360 --> 00:02:30,870
these are all the columns the student
names student IDs you expand these

23
00:02:30,870 --> 00:02:36,090
columns you get bit more information
then you get the attendance and the

24
00:02:36,090 --> 00:02:44,459
marks associated with any submissions
the students have been involved in okay

25
00:02:44,459 --> 00:02:51,380
there you go that's how you download a
spreadsheet of the Full Grade Centre