

## Upload Excel Data to Grade Center

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### Overview

This tutorial will show you how to **Upload Excel Data to the Grade Center** and provide tips to ensure the data transfers correctly. If you chose to [Download Grade Center Data to Excel](#), and you chose to add new information to that Excel file while working offline, you can upload the new Excel data to the Grade Center, and the My Grades tool will reflect those changes.

### Quick Steps

Control Panel > Full Grade Center > Work Offline > Upload > Browse > Set Options

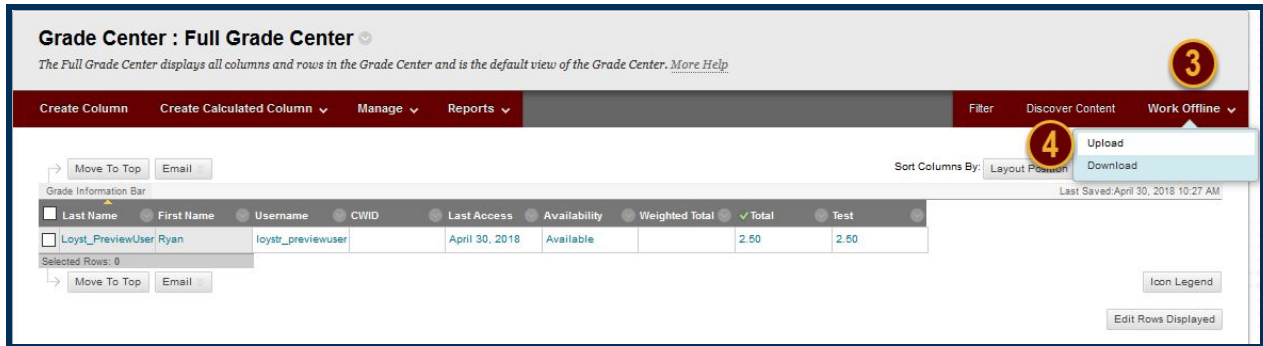
### Step 1

The first step is to open the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center* [1], and then click on the “Full Grade Center” option [2].



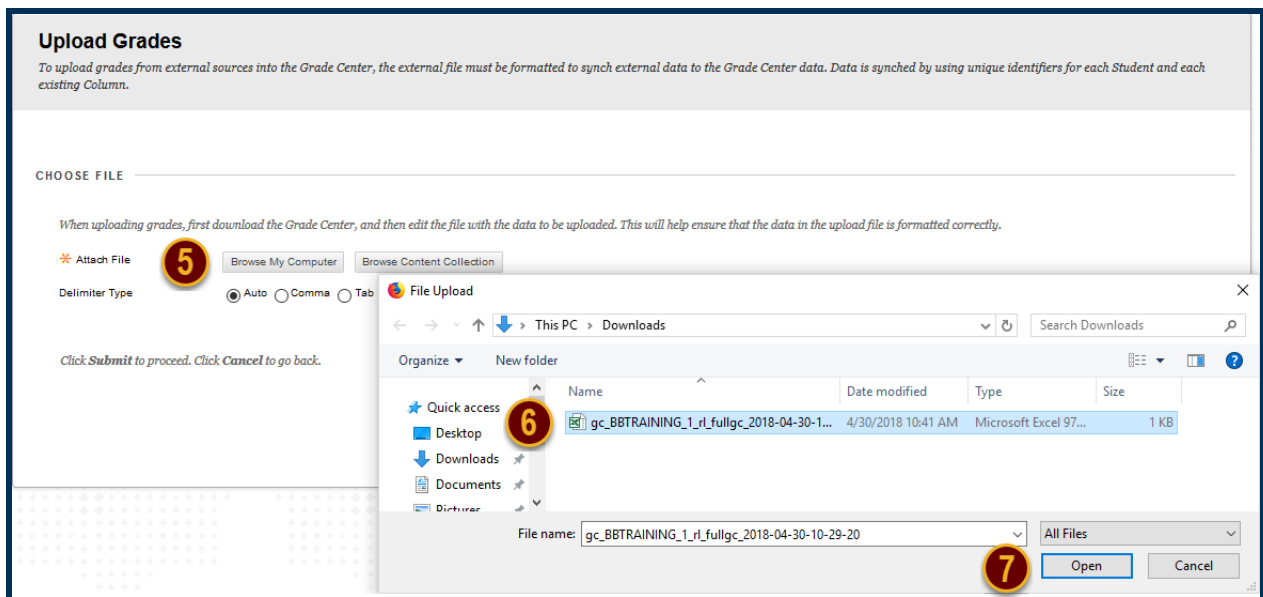
## Step 2

Hover over the *Work Offline* tab [3] on the Action Bar, and select “Upload” [4].



## Step 3

On the Upload Grades page, click the *Browse My Computer* button next to the *Attach File* option [5]. Select the Excel file from your computer using the Window navigation [6] and click the *Open* button [7].



## Step 4

Set the Delimiter Type option to “Tab” [8] and click the *Submit* button [9].

### Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to sync external data to the Grade Center data. Data is synced by using unique identifiers for each Student and each existing Column.

CHOOSE FILE

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

\* Attach File

Selected File

File Name: gc\_BBTRAINING\_1\_rl\_fullgc\_2018-04-30-10-29-20.xls  
Name of link to file: gc\_BBTRAINING\_1\_rl\_fullgc\_2018-04-3

Delimiter Type:  Auto  Comma  Tab

Click **Submit** to proceed. Click **Cancel** to go back.

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## Step 5

Examine the *Messages* column to ensure that your data has transferred correctly. If errors have occurred, you can click the *Cancel* button; otherwise, click the *Submit* button [10].

### Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
Weighted Total		✓	Weighted Total	-	Automatically calculated data will not be uploaded.
Total		✓	Total	-	Automatically calculated data will not be uploaded.
Test 1		✓	Test 1	-	No Data Updates
st		✓	st	-	No Data Updates
Test		✓	Test	-	No Data Updates

Click **Submit** to proceed. Click **Cancel** to go back.

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## Step 6

Return to the [Full Grade Center](#) and compare the columns with your Excel data to make sure each grade was added to the appropriate column.