



Uploading C4ELink Grades into the Blackboard Grade Center

This document provides detailed instructions to guide you through the process of exporting student grades from the C4ELink course site and importing them into your Blackboard Grade Center.

If your course is integrated into your school's Blackboard learning platform using 'Simple LTI' integration, it is important to understand that this integration will only allow Final Grades to be pulled from C4ELink into Blackboard. If you wish to transfer the grades for individual coursework items from C4ELink into Blackboard, you can utilize these steps outlined below to export the data from C4ELink and import it into Blackboard.

General Notes

In order to synchronize C4ELink data with Blackboard Grade Center data, it is necessary to match up the C4E gradebook data with the corresponding students/columns in Blackboard. Unique identifiers are necessary for each student and for each column in the Grade Center. The unique identifier used for each student is the student's username. The unique identifier for each column is a column ID number. Column ID numbers are generated by Blackboard and shouldn't be changed or deleted. Columns in the upload file that don't have column ID numbers will create new columns in the Blackboard Grade Center.

IMPORTANT: There are 2 sections of this document. The first section provides instructions on how to perform the initial upload when there are no pre-existing columns in the Blackboard Grade Center for the grade items being uploaded. The second section of this document provides instructions for subsequent uploads or when pre-existing columns already exist in the Blackboard Grade Center and you would like to populate these columns with C4ELink grades. The second set of instructions requires you to match the student grade data being uploaded to the columns that already exist in the Blackboard Grade Center.

Depending on the requirements at your school, you may wish to upload the grades for your Connect For Education course work items to your Blackboard Grade Center only once at the end of the semester, or you may wish to upload grades multiple times in order to keep the gradebooks in sync as much as possible. If you wish to only upload once at the end of the semester, you will only need to reference Section 1 of this document. If you wish to upload grades more often throughout the semester, it is important that you reference the steps in Section 2 of this document to help prevent duplication of columns during the subsequent uploads.

Note: You may wish to perform an initial upload of the Connect For Education grade items in order to set up the basic structure of your Blackboard Grade Center at the start of the semester (Section 1 of this document). This will create columns for all coursework items. Then, you can upload grades to these columns periodically during the semester (Section 2 of this document).



If you have any questions about these processes, please contact your Blackboard support team or the Connect For Education support team for additional instructions.

SECTION 1: Initial Upload – Used When Columns Do Not Exist in Blackboard Grade Center for C4E Coursework Items

Exporting Your Student Roster Spreadsheet from Blackboard

As the upload process requires a specifically formatted spreadsheet, you will need to first export your roster from Blackboard to obtain a template document:

1. From your Control Panel, select 'Full Grade Center' to access your gradebook.
2. From the 'Work Offline' tab (located far-right), select 'Download.'
3. On the 'Download Grades' screen, select 'User Information Only' at the 'Select Data to Download' prompt.
4. Select 'Tab' as your 'Delimiter Type.'
5. Click 'Submit.'

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

OPTIONS

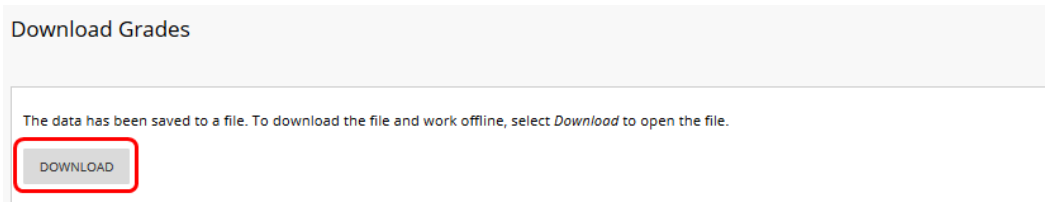
Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type Comma **Tab**

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

Click **Submit** to proceed.

- Click the 'Download' button to download the file to your machine.



- Locate the downloaded file on your machine and open the exported document with Excel.
- Prepare the document by removing any unnecessary columns other than:
 - Last Name, b. First Name, and c. Username

	A	B	C
1	Last Name	First Name	Username
2	Student1	Support	supportstudent1
3	Student2	Support	supportstudent2
4	Student3	Support	supportstudent3
5	Student4	Support	supportstudent4

- Save this document as a .txt (tab-delimited) file-type (i.e. you can name it 'Roster_Course_Name.txt'). *Please note that you can save your file as a .csv (comma-delimited) file-type if you prefer, however, Blackboard recommends using .txt files for the upload process. (You will add your C4ELink grades to this document prior to uploading.)*

Exporting Grades from C4ELink Course Site

Once you have exported and saved your student roster spreadsheet from Blackboard, you will need to export your grades from C4ELink:

- Access the 'Gradebook' option from your course menu bar.
- From the dropdown menu options, select 'Export' > 'Excel spreadsheet.'
- You will be presented with a list of graded items to export. Uncheck any items that you do not wish to include in your export.

Note: The export from C4ELink will include columns for Category Totals as well as the Course Total (Final Grade). Whether you should include these totals in your upload will depend on your personal preference and whether or not your Blackboard Course Web Link (the link that provides access to the C4ELink course) has already been configured to Enable Evaluation (sync students' final grades). If your Blackboard Course Web Link has been configured to sync Final Grades, students' Final Grades will already be present in the Grade Center and will not need to be uploaded again. If you do choose to include



the Category and Course Total columns in your spreadsheet for upload, you will end up with a column for each of these totals in the Blackboard Grade Center.

4. Click the 'Download' button when you are ready to export the data.

Note: The exported gradebook data will only contain grades. Feedback comments entered on the C4ELink course site will not be included in the export.

5. Save this file on your device as a .txt (tab-delimited) file-type (i.e. you can name it 'Grades_Course_Name.txt'). *Please note that you can save as a .csv (comma-delimited) file-type if you prefer, however, Blackboard recommends using .txt files during the upload process.*

Preparing Your Document for Uploading

To prepare for uploading, your exported grades from C4ELink will need to be compiled into the student roster spreadsheet you exported from the Blackboard Grade Center:

1. Carefully compare your two documents (1. The student roster exported from Blackboard and 2. The grades exported from C4ELink). **You will need to be sure that all students appearing on your Blackboard roster are also appearing on your C4ELink grade export and that they are sorted in the same order.**

This step is critical in ensuring that your grades will upload into the correct rows during the upload process. If the order does not match, or if students are missing from either sheet, it is likely the grades will not line up correctly.

2. Access your grade export document (exported from C4ELink) and highlight and copy **ONLY** those columns containing grade values:

	A	B	C	D	E	F	G	H	I	J
1	First name	Lastname	ID number	Institution	Department	Email address	Assignmer	Assignmer	Assignmer	Assignmer
2	Support	Student1				supportstu	10	8	6	10
3	Support	Student2				support2@	9	5	8	10
4	Support	Student3				supportstu	8	9	8	9
5	Support	Student4				supportstu	7	8	8	10

Note: Please be sure to include the column headers in your copied selection.

3. Access your student roster document (exported from Blackboard) and **paste** your copied values to the right of the 'Username' column:

	A	B	C	D	E	F	G
1	Last Name	First Name	Username	Assignmer	Assignmer	Assignmer	Assignmer
2	Student1	Support	supportstudent1	10	8	6	10
3	Student2	Support	supportstudent2	9	5	8	10
4	Student3	Support	supportstudent3	8	9	8	9
5	Student4	Support	supportstudent4	7	8	8	10

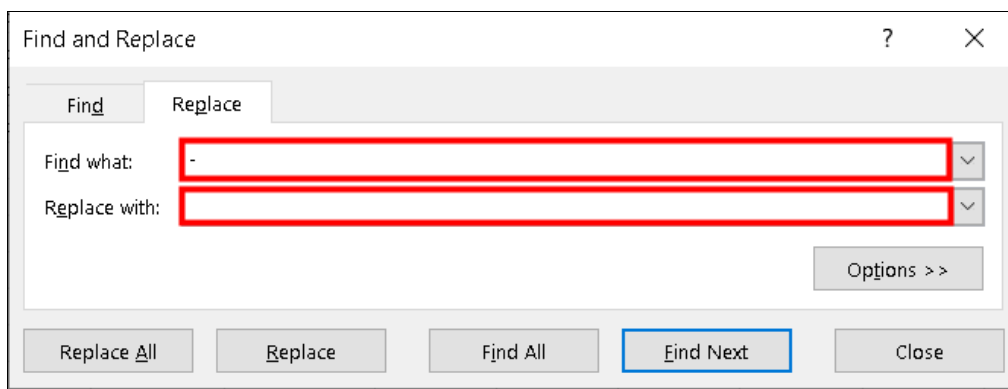
Note: Please be sure that the column headers in the pasted selection line up with the column headers in your roster file.

4. The C4ELink gradebook export data contains dashes where no grades exist:

	A	B	C	D	E	F	G
1	Last Name	First Name	Username	Assignmen	Assignmen	Assignmen	Assignmen
2	Student1	Support	c4estudent1	10	8	6	10
3	Student2	Support	c4estudent2	9	-	-	-
4	Student3	Support	c4estudent3	8	9	8	9
5	Student4	Support	c4estudent4	7	8	8	-

To prevent these dashes from creating false attempts in your Blackboard Center, you will need to remove these dashes from your file prior to uploading. To remove these dashes, you simply need to perform a 'Find and Replace' to replace any dashes that exist with no value.

Choose the Find & Select function in Excel (located in the Editing group on the Home tab), and then select Replace (or press Ctrl+H). Once you have launched the 'Find and Replace' function, enter a dash in the 'Find what:' field and leave the 'Replace with:' field blank (do not enter a space at this field). Click 'Replace All' to perform this replacement.



Find and Replace

Find what: -

Replace with:

Options >>

Replace All Replace Find All Find Next Close



Note: If you are performing an upload at the end of the semester, the exported C4E Gradebook data may not contain any dashes as all grades would likely have been completed at that point.

5. Save your compiled document as new .txt file (tab-delimited file-type) on your device (i.e. you can name it 'FinalGrades_Course_Name.txt'). *Please note that you can save as a .csv (comma-delimited) file-type if you prefer, however, Blackboard recommends using .txt files during the upload process.*

Backup Blackboard Gradebook

***These steps only need to be performed if grades already exist in your Blackboard Grade Center prior to this upload.**

As a precaution, it is always recommended that you export a copy of your current Blackboard gradebook prior to making any major changes (i.e. grade upload).

1. From your Control Panel, select 'Full Grade Center' to access your gradebook.
2. From the 'Work Offline' tab (located far-right), select 'Download.'
3. On the 'Download Grades' screen, select 'User Information Only' at the 'Select Data to Download' prompt.
4. Select 'Tab' as your 'Delimiter Type.'
5. Click 'Submit.'
6. Click the 'Download' button to download the file to your machine. This file will serve as a backup of any pre-existing grades in your Blackboard Grade Center.

Uploading Grades Into Blackboard

1. From your Control Panel, select 'Full Grade Center' to access your gradebook.
2. From the 'Work Offline' tab (located far-right), select 'Upload.'
3. Use the 'Attach File' option to locate and attach the file you already formatted for upload.
4. Select 'Auto' as your 'Delimiter Type.'

5. Click 'Submit.'

Upload Grades

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

CHOOSE FILE

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

+ Attach File

Selected File **File Name** FinalGrades_MUS101_C4E.txt
Name of link to file FinalGrades_MUS101_C4E.txt

Delimiter Type Auto Comma Tab

*Click **Submit** to proceed.*

6. On the 'Upload Grades Confirmation' page, review the list of data from the file you are uploading. You have the option to clear the check boxes (in the 'UPLOAD' column) for any data you would like to exclude from the upload. With this method, you can upload only the columns of data you want from the file.

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
<input checked="" type="checkbox"/>	Quiz: Unity and Variety Assessment (Real)			8,7,8	Add Column
<input checked="" type="checkbox"/>	Quiz: Performer's Role Assessment (Real)			8,8,8	Add Column
<input checked="" type="checkbox"/>	Quiz: Structure of Music Assessment (Real)			10,7,9	Add Column
<input checked="" type="checkbox"/>	Quiz: Purpose of Music Assessment (Real)			9,9,-	Add Column
<input checked="" type="checkbox"/>	Quiz: Types of Listeners Assessment (Real)			10,-,-	Add Column
<input checked="" type="checkbox"/>	Quiz: Folk Music, Art Music, and All That Jazz Assessment (Real)			7,-,-	Add Column

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



7. Review the 'DATA PREVIEW' column to confirm that the correct data is being uploaded. Data that appears incorrectly can denote an improperly formatted file. The data preview only shows a sample of the data in each column within the file.

Note: During this first upload, the system will create a new column for every coursework item you are uploading from the C4E Gradebook. This is indicated by the 'Add Column' indication in the 'MESSAGES' column. For any subsequent uploads, we recommend following the steps in Section 2 of this document to prevent column duplication.

8. Once you have confirmed that the data to be uploaded is correct, click 'Submit' to confirm and upload the file. The confirmation screen will display the total number of grades uploaded and a list of any new columns that were added.

Note: If a student does not exist in Blackboard, but is a registered user in C4ELink, they must be added to the Blackboard roster prior to the upload. If your upload file contains a student that does not exist in Blackboard, an error message will be displayed during the upload process which indicates, 'The following usernames are invalid: <username>.'.

Grade Center Adjustments

Any new Grade Center columns created during the upload process are created with the 'Primary Display' type of 'Text' with zero points possible. Text columns cannot be included in Calculated Columns such as Weighted Grade, Total Points, Average Grade, and Minimum/Maximum grade.

If you plan to include the uploaded coursework columns in a 'Calculated Column' in the Blackboard Grade Center, you will need to adjust the corresponding columns from 'Text' to 'Score' so that the value is properly evaluated.

1. Locate the column you would like to edit in your Blackboard Grade Center and click the downward arrow.
2. Select 'Edit Column Information.'
3. At the 'Primary Display' field, select 'Score.'
4. At the Points Possible field, enter the total possible points associated with the coursework item.
5. Click 'Submit.' The item will be displayed in percentages.
6. Repeat these steps for all other uploaded coursework columns.



If you included Category and/or Course Totals in your upload, you will also need to adjust the corresponding columns from 'Text' to 'Percentage' so that the value is properly calculated.

1. Locate the 'Category total' or 'Course total' column in your Blackboard Grade Center and click the downward arrow.
2. Select 'Edit Column Information.'
3. At the 'Primary Display' field, select 'Percentage.'
4. At the Points Possible field, enter 100.
5. Click 'Submit.' The category/course totals will now be displayed in percentages.
6. Repeat these steps for all other uploaded category/course total columns.



SECTION 2: Subsequent Uploads – When Columns Already Exist in Blackboard Grade Center for C4E Coursework Items

If you plan to upload data multiple times throughout the semester OR if you have already created columns for Connect For Education coursework items in the Blackboard Grade Center, please follow the steps below. You will need to create an updated template for importing that properly reflects the Blackboard column name format in order to avoid column duplication.

Download Your Gradebook from Blackboard

Since the upload process requires a specifically formatted spreadsheet (which includes the unique column names and ID numbers generated by Blackboard), you will need to first download your gradebook from Blackboard Grade Center to create a template document to use during the upload process:

1. From your Control Panel, select 'Full Grade Center' to access your gradebook.
2. From the 'Work Offline' tab (located far-right), select 'Download.'
3. On the 'Download Grades' screen, select 'Full Grade Center' at the 'Select Data to Download' prompt.
4. Select 'Tab' as your 'Delimiter Type.'
5. Click 'Submit.'

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download Full Grade Center

Selected Column Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

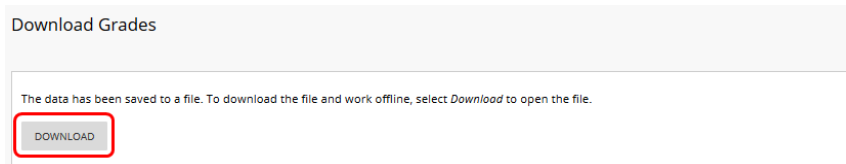
Delimiter Type Comma Tab

Include Hidden Information Yes No
Hidden information includes columns and users that have been hidden from view.

Click **Submit** to proceed.



6. Click the 'Download' button to download the file to your machine.



7. Locate the downloaded file on your machine and open the exported document with Excel.
8. Save this document as a .txt (tab-delimited) file-type (i.e. you can name it 'ImportTemplate_Course_Name.txt'). *Please note that you can save your file as a .csv (comma-delimited) file-type if you prefer, however, Blackboard recommends using .txt files for the upload process. (You will add your C4ELink grades to this document prior to uploading.)*

Exporting Grades from C4ELink Course Site

Once you have exported your Blackboard gradebook and you have saved the document as your Import Template spreadsheet, you will need to then export your grades from C4ELink:

1. Access the 'Gradebook' option from your course menu bar.
2. From the dropdown menu options, select 'Export' > 'Excel spreadsheet.'
3. You will be presented with a list of graded items to export. Uncheck any items that you do not wish to include in your export.

Note: The export from C4ELink will include columns for Category Totals as well as the Course Total (Final Grade). Whether you should include these totals in your upload will depend on your personal preference and whether or not your Blackboard Course Web Link (the link that provides access to the C4ELink course) has already been configured to Enable Evaluation (sync students' final grades). If your Blackboard Course Web Link has been configured to sync Final Grades, students' Final Grades will already be present in the Grade Center and will not need to be pulled in again. If you do choose to include the Category and Course Total columns in your spreadsheet for upload, you will end up with a column for each of these totals in the Blackboard Grade Center.

4. Click the 'Download' button when you are ready to export the data.

Note: The exported gradebook data will only contain grades. Feedback comments entered on the C4ELink course site will not be included in the export.

5. Save this file on your device as a .txt (tab-delimited) file-type (i.e. you can name it 'Grades_Course_Name.txt'). *Please note that you can save as a .csv (comma-delimited) file-type if you prefer, however, Blackboard recommends using .txt files during the upload process.*



Preparing Your Document for Uploading

To prepare for uploading, your exported grades from C4ELink will need to be pasted into the Import Template spreadsheet you exported from the Blackboard Grade Center:

- Carefully compare your two documents (1. Your 'Import Template'- the gradebook exported from Blackboard and 2. The grades exported from C4ELink).

You will need to be sure that all students appearing on your Import Template are also appearing on your C4ELink grade export and that they are sorted in the same order. You will also need to be sure that the grade item columns appearing on your Import Template are also appearing on your C4ELink grade export and that they are sorted in the same order.

These steps are critical in ensuring that your grades will upload into the correct rows/columns during the upload process. If the row/column order do not match, or if students are missing from either sheet, it is likely the grades will not line up correctly.

- Access your grade export document (exported from C4ELink) and highlight and copy **ONLY** those rows containing grade values:

IMPORTANT: Do NOT include the C4ELink column headers in your copied selection.

	A	B	C	D	E	F	G	H	I	J
1	Last Name	First Name	ID Number	Institution	Department	Email Address	Assignment	Assignment	Assignment	Assignment
2	Student1	C4E				supportstude	10	8	6	10
3	Student2	C4E				supportstude	9	5	8	10
4	Student3	C4E				supportstude	8	9	8	9
5	Student4	C4E				supportstude	7	8	8	10

- Access your Import Template document (originally exported from Blackboard) and **paste** the copied grade values into the appropriate columns on your Blackboard export:

	A	B	C	D	E	F	G
1	Last Name	First Name	Username	Assignment	Assignment	Assignment	Assignment
2	Student1	C4E	supportstude	10	8	6	10
3	Student2	C4E	supportstude	9	5	8	10
4	Student3	C4E	supportstude	8	9	8	9
5	Student4	C4E	supportstude	7	8	8	10

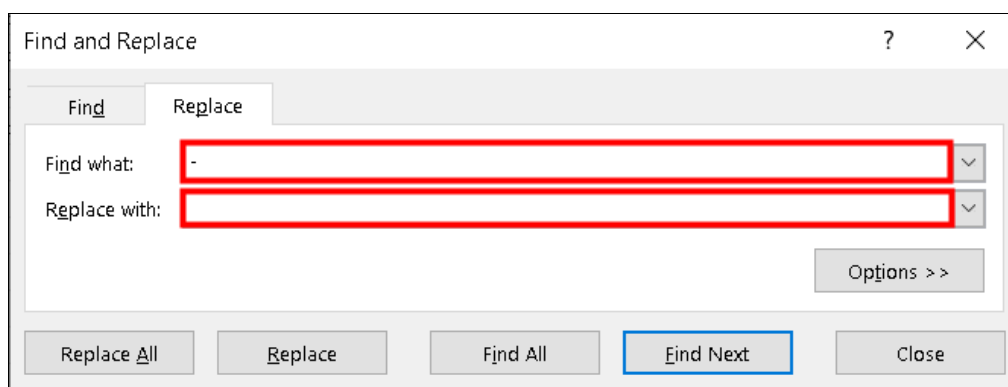
IMPORTANT: Please be sure that the grade values in the pasted selection line up with the correct student and correct grade item column headers in your roster file.

- The C4ELink gradebook export data contains dashes where no grades exist.

	A	B	C	D	E	F	G
1	Last Name	First Name	Username	Assignmen	Assignmen	Assignmen	Assignmen
2	Student1	Support	c4estudent1	10	8	6	10
3	Student2	Support	c4estudent2	9	-	-	-
4	Student3	Support	c4estudent3	8	9	8	9
5	Student4	Support	c4estudent4	7	8	8	-

To prevent these dashes from creating false attempts in your Blackboard Center, you will need to remove these dashes from your file prior to uploading. To remove these dashes, you simply need to perform a 'Find and Replace' to replace any dashes that exist with no value.

Choose the Find & Select function in Excel (located in the Editing group on the Home tab), and then select Replace (or press Ctrl+H). Once you have launched the 'Find and Replace' function, enter a dash in the 'Find what:' field and leave the 'Replace with:' field blank (do not enter a space at this field). Click 'Replace All' to perform this replacement.



The screenshot shows the 'Find and Replace' dialog box in Excel. The 'Find' tab is selected. The 'Find what:' field contains a dash '-' and the 'Replace with:' field is empty. The 'Find Next' button is highlighted with a blue border.

Note: If you are performing an upload at the end of the semester, the exported C4E Gradebook data may not contain any dashes as all grades would likely have been completed at that point.

- Use the 'Save As' feature to save a copy of your compiled document as a new .txt file (tab-delimited file-type) on your device (i.e. you can name it 'GradelImport03152020_Course_Name.txt'). *Please note that you can save as a .csv (comma-delimited) file-type if you prefer, however, Blackboard recommends using .txt files during the upload process.*

Backup Blackboard Gradebook

***These steps only need to be performed if grades already exist in your Blackboard Grade Center prior to this upload.**

As a precaution, it is always recommended that you export a copy of your current Blackboard gradebook prior to making any major changes (i.e. grade upload).

1. From your Control Panel, select 'Full Grade Center' to access your gradebook.
2. From the 'Work Offline' tab (located far-right), select 'Download.'
3. On the 'Download Grades' screen, select 'User Information Only' at the 'Select Data to Download' prompt.
4. Select 'Tab' as your 'Delimiter Type.'
5. Click 'Submit.'
6. Click the 'Download' button to download the file to your machine. This file will serve as a backup of any pre-existing grades in your Blackboard Grade Center.

Uploading Grades Into Blackboard

1. From your Control Panel, select 'Full Grade Center' to access your gradebook.
2. From the 'Work Offline' tab (located far-right), select 'Upload.'
3. Use the 'Attach File' option to locate and attach the file you already formatted for upload.
4. Select 'Auto' as your 'Delimiter Type'.
5. Click 'Submit.'

Upload Grades

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

CHOOSE FILE

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

+ Attach File

Selected File

File Name	FinalGrades_MUS101_C4E.txt
Name of link to file	<input type="text" value="FinalGrades_MUS101_C4E.txt"/>

Delimiter Type Auto Comma Tab

*Click **Submit** to proceed.*



6. On the 'Upload Grades Confirmation' page, review the list of data from the file you are uploading. You have the option to clear the check boxes (in the 'UPLOAD' column) for any data you would like to exclude from the upload. With this method, you can upload only the columns of data you want from the file.

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
<input checked="" type="checkbox"/>	Unity and Variety Quiz	✔	Quiz: Unity and Variety Assessment (Real)	--8,-7	
<input checked="" type="checkbox"/>	Performer's Role Quiz	✔	Quiz: Performer's Role Assessment (Real)	10,-9,-9	

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

Cancel Submit

7. Review the 'DATA PREVIEW' column to confirm that the correct data is being uploaded. Data that appears incorrectly can denote an improperly formatted file. The data preview only shows a sample of the data in each column within the file.

Note: Since you are importing grade data into pre-existing columns in the Blackboard Grade Center, you should see a green check mark in the 'MATCH' column. This indication will ensure column duplication does not occur. You should not see 'Add Column' in the 'MESSAGES' column.

8. Once you have confirmed that the data to be uploaded is correct, click 'Submit' to confirm and upload the file. The confirmation screen will display the total number of grades uploaded.

Note: If a student does not exist in Blackboard, but is a registered user in C4ELink, they must be added to the Blackboard roster prior to the upload. If your upload file contains a student that does not exist in Blackboard, an error message will be displayed during the upload process which indicates, 'The following usernames are invalid: <username>.'.

You may repeat the steps in Section 2 as needed throughout the semester in order to keep your Blackboard Grade Center and the C4E gradebook in sync as much as possible. If you have any questions about these processes, please contact your Blackboard support team or the Connect For Education support team for additional instructions.