## Exporting the Grade Center (working offline)

- 1. From the Grade Center, click on the **Work Offline** menu drop down menu, select **Download**.
- 2. From the Download Grades screen, under **Options**, accept the default values of **Tab** and **No**.

	Do you want to open or save gc_SBX-0L-02-MC_fullgc_2012-08-28-10-02-36.xls from utsa-test.blackboard.com? Open Save  Save and open									
3	<ol> <li>A message appears saying the data has been saved to a file. Click Download.</li> </ol>									
4	. Click <b>Save As</b> .									

5. Select a location to save the file. You may change the file name. Click **Save**.

Organize New folder     Organize New folder     Image: Documents     Music   Image: Pictures   Image: Videos     Image: Computer   Image: Local Disk (C)   Image: Computer   Image: Local Disk (C)   Image: Computer	
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## **Import Text File Into Excel**

- 1. Open Excel.
- 2. From the **Data** tab select **From Text**.



3. Navigate to the location where you saved your file, select your file and click **Import**.

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Organize 🔻 New folder	r	₩ ▼ 🗍 🌘
Libraries	Name COM 101	Date modifiedTypeSize8/28/2012 10:Text Docume1 KB
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File <u>n</u> a	me: COM 101	▼ Iext Files ▼
		Too <u>l</u> s Import Cancel
The Text Impo For Step 1 of 3	ort Wizard Appears, 3 click <b>Next</b> .	Tools       Import       Cancel         Text Import Wizord - Step 1 of 3         The Text Wizord has determined that your data is Delimited.         If this is correct, choose Next, or choose the data type that best describes your data.         Original data type         Choose the file type that best describes your data.         Original data type       - Characters such as commas or tabs separate each field.         © Fixed width       - Fields are aligned in columns with spaces between each field.         Start import at row:       1           File grigin:       437 : OEM United States

5. Click Next on the Step 2 screen of the Text This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below. Import Wizard. (Under Delimiters Delimiters **Tab** should V Tab Treat consecutive delimiters as one Semicolon be checked by Comma Text gualifier: • default) Space Other: Data preview First Name Last Name Username Mid-term Exam|31368 Final Exam 131369 abc125 Five Student 85 90 Four Student abc124 95 80 Three Student abc123 10 90 Student abc122 75 Two 80 Ш < <u>B</u>ack Next > Cancel 6. Click Finish on the Step 3 of 3 of the Text Import This screen lets you select each column and set the Data Format. Wizard. Column data format General 7. An Import Data screen 'General' converts numeric values to numbers, date values to dates, and all <u>Text</u> remaining values to text. will appear click **OK**. Date: MDY • Advanced... Do not import column (skip) Data preview eneral enera neral Genera First Name Last Name Username Mid-term Exam|31368 Final Exam 131369 Five Student abc125 85 90 80 Four Student abc124 95 90 Three Student abc123 10 tudent abc122 80 25 111

## 8. Your Grade book appears. The resulting spreadsheet looks like this:

	B1 • fr Last Name							
	В	С	D	E	F	G		
1	Last Name	Username	Mid-term Exam 31368	Final Exam  31369	Assignments  31370	Final Grade  31371		
2	Student	abc125	85	90	90	88.33		
3	Student	abc124	95	80	95	90		
4	Student	abc123	10	90	92	64		
5	Student	abc122	80	75	89	81.33		
6	Student	abc121	90	95	95	93.33		
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< <u>B</u>ack

Cancel

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Next :

Finish

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