

Exporting Student Grade Book Data from Blackboard Vista 4

This handout is for instructors or teaching assistants who want to export a roster from Vista 4. This data can then be merged with other data files to make it possible to upload student data (such as final grades) into Vista 4.

Process Outline:

- 1. Login to Vista 4.**
- 2. Download student data from Vista 4, then open it in Excel.**
In Teach Tab, go to Grade Book, then Export to Spreadsheet. Save to your hard drive as a comma delimited file.
- 3. Delete unnecessary columns.**
Do not remove “User ID” (it is required to upload data back into Vista 4).

Once you have this file, you can add your own student data to it or you can merge the “User ID” data into any existing file (MS Excel, MS Access, Filemaker, etc.). The “User ID” data makes it possible to import data back into Vista 4. *See our handout “Importing Student Grade Book Data into Blackboard Vista 4” for more details.*

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Step One - Login to Vista 4

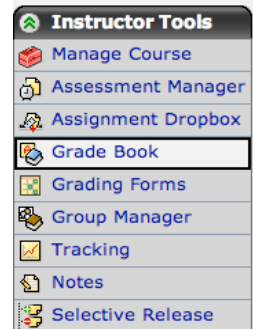
1. Go to <http://amherst.umassonline.net> and login with your **user name** and **password**.
2. Once you have successfully logged in, click the **course title** to enter your desired course.

Step Two - Download data from Vista 4 and open in Excel

1. From the *Teach* tab, in the *Instructor Tools* menu, click **Grade Book**.
2. In the *Grade Book*, click **Export to Spreadsheet**. The *Export to Spreadsheet* page will open.

Note: Make sure that all data columns you want to download are visible.

3. Select to export **All Members**, and choose **Comma** as your *Export Format*. All other options can be left as defaults.



Your location: [Grade Book](#) > **Export to Spreadsheet**

Export to Spreadsheet

Members to Export:
 All members

Columns to Export:
 Visible columns
 All columns

Export Format:
 Select the keyboard element you want to use to separate member data in the exported file.
 Comma-delimited
 Tab-delimited

Character Set:
 Select a character set that is supported for your language by the software you want to use to view or edit the exported file.
 Unicode (UTF-8)
 Unicode (UCS-2)

4. Click **Export**. Your computer's file download screen appears, prompting you to save the file on your computer.
5. **Save** the file to a folder on your computer, and remember the location of the folder. By default, the name of the file is *exportedcourse.csv*.
6. Open MS Excel or a similar spreadsheet/database application and select **File > Open**.
7. Browse and select the *.csv* file you downloaded from Vista 4. To see *.csv* files, remember to select **All Files** from the *Files of type* drop-down menu.

File name:

Files of type: All Files

8. Click **Open**.

Step Three - Delete unnecessary columns

1. Examine the columns and delete any that you don't need.
 - **Keep the header row.** You will need it when you upload data to Vista 4.
 - **Keep the User ID column.** The User ID serves as the unique identifier when uploading to Vista 4.
2. Save the document.