

Importing Student Grade Book Data into Blackboard Vista 4

This handout is for instructors who want to import student data into Vista 4. Any comma or tab delimited file that includes the “User ID” for each student can be imported into Vista 4.

Process Outline:

- 1. Prepare a file of student data to import.**
This must be a tab or comma delimited file and include students’ User IDs.
- 2. Login to Vista 4.**
- 3. Import the data file into a course Grade Book in Vista 4.**
- 4. Match imported data with existing columns or create new columns.**
(e.g. Match the final grades spreadsheet column to the “Final Grade” column in Vista 4.)

Training/Documentation

OIT Academic Computing
Lederle Graduate Research Center
University of Massachusetts Amherst
vista@oit.umass.edu

(413) 577-0072

Instructional Design/Technical Support

e-Learning
Continuing and Professional Education
facline@contined.umass.edu

(413) 577-3434

To import data into the Grade Book

Step One - Prepare a file of student data to import

In order to import student data into Vista 4, the file must:

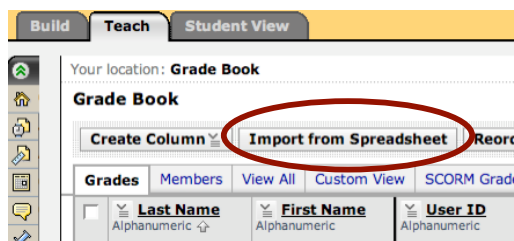
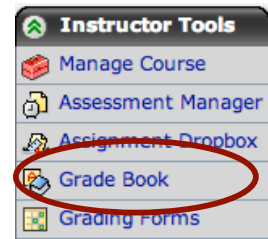
- **Be a comma or tab delimited file.**
- **Have a header row labeling each column.**
- **Contain a column named *User ID*** (capital U, space, capital ID).
This column contains the students' OIT NetIDs, which will be used to merge the imported data with existing data in Vista 4.
(For instructions on exporting User IDs from Vista 4 and merging data, see our handout "Exporting Student Grade Book Data from Blackboard Vista 4.")
- **Have no duplicate rows.**
The import will fail if Vista 4 finds duplicate student names in your file.
- **Contain column(s) of data to be imported.**
If replacing data in Vista 4, give the columns names that match the columns in Vista 4. If adding new data, new columns will be created.

TIP: To avoid possible errors, do not import any columns that do not need to be changed (e.g. Last Name, Role, etc.).

Step Two - Import the data file

In order to import data, you must work under the *Teach Tab* of your Vista 4 course.

1. Open your browser and log into Vista 4 (www.amherst.umassonline.net).
2. In the lower left corner of the screen, under *Instructor Tools*, click on **Grade Book**.
3. Above the grade book columns, click **Import from Spreadsheet**.



4. Under *Import File*, next to *Filename*, click **Browse**.

Import File

Select the course file that you would like to unload.

File: **Browse...**

Separator:

Character Set:

5. Your computer's *Open File* dialog box will appear. Select and **Open** the file you want to import from your computer. The name of the file will appear inside the *File* box.

Step Three - Match imported data

1. Select the **separator** you used when you saved the data (**Comma** for comma delimited or **Tab** for tab delimited).
2. Click **Upload**.

Import File

Select the course file that you would like to upload.

File:

Separator:

Character Set:

If column names in the file do not match columns in Vista 4:

- If you want Vista 4 to import the data into an existing Vista 4 column, select the column's name from the drop-down menu.
- If you want Vista 4 to create a new column for this data, select **Add as new column** from the drop-down menu.
- If you want Vista 4 to ignore this data, select **Do not import** from the drop-down menu.

Import Column	Match	Grade Book Column
User ID	✔	<input type="text" value="User ID"/>
Grade	❌	<input type="text" value="Final Grade"/>

Comment:

3. Repeat this process for each column.
4. Click **Import**