



### Assign student grades from Blackboard system to ODUS plus system



### First: log in to Blackboard System

1

| Forum           |  |
|-----------------|--|
| virtual classes |  |
| my grades 🗷     |  |

#### **Course Management**

- Control Panel
- Content Collection

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- Course Tools
- Evaluation
- Grade Center

Needs Grading Full Grade Center Assignments Tests

## 1-Choose Full Grade Center from side menu





# 2-Choose (Work Offline) then (Download) from full grade center

| Cr | eate          | Column          | Creat | e Calculated Col | lum | n v 🛛 Manag | e v | Reports 🗸  |   | 2               |                   | Filte   | Work Offlir              |
|----|---------------|-----------------|-------|------------------|-----|-------------|-----|------------|---|-----------------|-------------------|---------|--------------------------|
|    |               |                 |       |                  |     |             |     |            |   |                 |                   | Uploa   | ad                       |
|    |               |                 |       |                  |     |             |     |            |   |                 |                   | Down    | load                     |
|    | $\rightarrow$ | Move To Top     | En    | nail 📎           |     |             |     |            | S | ort Columns By: | Layout Position 📎 | Orde    | er: Ascending 📎          |
| (  | Grade         | Information Bar |       |                  |     |             |     |            |   |                 |                   | Last Sa | aved:July 4, 2020 2:27 I |
|    |               | LAST NAME       | O     | FIRST NAME       | 0   | USERNAME    | 0   | STUDENT ID | 9 | LAST ACCESS     | AVAILABILITY      | 0       | ØWEIGHTED<br>TOTAL       |
|    |               | See II          |       | .N.              |     | 07770057    |     |            |   | lune 24, 2020   | Available         |         |                          |

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#### 3-Selecet save options (Total Colum) then (Submit)

| ems with Anonymous Gray  | ling enabled will not be included in the download  |   |
|--|--|---|
| enis with Anonymous Grat   | ing enabled will not be included in the download.  |   |
| Select Data to Download  | Full Grade Center  |   |
|  | Selected Column Total  | ✓ □ Include Comments for this Column                                  |
|  | <ul> <li>User Information Only</li> </ul>  |   |
|  |  |   |
|  |  |   |
| hoose either the tab delim<br>porting to third-party app<br>elimiter Type  | ited (.XLS) or comma delimited (.CSV) delimiter type to<br>olications that do not support Excel.<br>Comma  Tab | o open the file directly in Microsoft Excel. Select comma delimited f |
| noose either the tab delim<br>nporting to third-party app<br>elimiter Type | ited (.XLS) or comma delimited (.CSV) delimiter type to<br>plications that do not support Excel.<br>O Comma    | o open the file directly in Microsoft Excel. Select comma delimited f |

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CC () (S) () BY NC ND

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#### 3-Press on (Download) the grades file will be saved automatically in the Downloads file as (CSV)

The data has been saved to a file. To download the file and work offline, select Download to open the file.

DOWNLOAD





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#### 1- Choose (The Semester) then press (Ok).





#### 2- Choose the section.





#### 3- Choose (Assign Final grades).





### 4- Choose (Upload Final grading) then press (Here). File will be downloaded as CSV.





#### 5- The file should look like the one below.







## 6- Enter (Student ID and grads) from the file that you uploaded before.

| E2     | $\cdot$ : $\times \checkmark f_x$ | 408        |           |          |           |   |   |   |   |   |   |   |   |   |
|--------|-----------------------------------|------------|-----------|----------|-----------|---|---|---|---|---|---|---|---|---|
|        | А                                 | В          | C E       | E        | F         | G | н | I | J | к | L | м | N | 0 |
| 1 Stud | len ID                            | Term CRI   | N Subje   | t Course | New Grade |   |   |   |   |   |   |   |   |   |
| 2      | 1476                              | 202002     | 22102 ADS | 408      | 94.24     |   |   |   |   |   |   |   |   |   |
| 3      | 401325                            | 202002     | 22102 ADS | 408      | 97.28     |   |   |   |   |   |   |   |   |   |
| 4      | 729497                            | 202002     | 22102 ADS | 408      | 76        |   |   |   |   |   |   |   |   |   |
| 5      | 806306                            | 202002     | 22102 ADS | 408      | 91.2      |   |   |   |   |   |   |   |   |   |
| 6      | 932661                            | 202002     | 22102 ADS | 408      | 88.16     |   |   |   |   |   |   |   |   |   |
| 7      | 947570                            | 202002     | 22102 ADS | 408      | 100.32    |   |   |   |   |   |   |   |   |   |
| 8      | 980073                            | 202002     | 22102 ADS | 408      | 88.16     |   |   |   |   |   | 6 |   |   |   |
| 9      | 980457                            | 202002     | 22102 ADS | 408      | 66.88     |   |   |   |   |   |   |   |   |   |
| 10     | 981036                            | 202002     | 22102 ADS | 408      | 94.24     |   |   |   |   |   |   |   |   |   |
| 11     | 1083619                           | 202002     | 22102 ADS | 408      | 94.24     |   |   |   |   |   |   |   |   |   |
| 12     | 1134531                           | 202002     | 22102 ADS | 408      | 54.72     |   |   |   |   |   |   |   |   |   |
| 13     | 1175694                           | 202002     | 22102 ADS | 408      | 82.08     |   |   |   |   |   |   |   |   |   |
| 14     | 1175785                           | 202002     | 22102 ADS | 408      | 91.2      |   |   |   |   |   |   |   |   |   |
| 15     | 1175852                           | 202002     | 22102 ADS | 408      | 100.32    |   |   |   |   |   |   |   |   |   |
| 16     | 1179236                           | 202002     | 22102 ADS | 408      | 97.28     |   |   |   |   |   |   |   |   |   |
| 17     | 1179977                           | 202002     | 22102 ADS | 408      | 8         |   |   |   |   |   |   |   |   |   |
| 18     | 1180086                           | 202002     | 22102 ADS | 408      | 94.24     |   |   |   |   |   |   |   |   |   |
| 19     | 1180353                           | 202002     | 22102 ADS | 408      | 94.24     |   |   |   |   |   |   |   |   |   |
| 20     | 1180431                           | 202002     | 22102 ADS | 408      | 3         |   |   |   |   |   |   |   |   |   |
| 21     | 1180543                           | 202002     | 22102 ADS | 408      | 91.2      |   |   |   |   |   |   |   |   |   |
| 22     | 1182313                           | 202002     | 22102 ADS | 408      | 91.2      |   |   |   |   |   |   |   |   |   |
| 23     | 1182471                           | 202002     | 22102 ADS | 408      | 97.28     |   |   |   |   |   |   |   |   |   |
| 24     | 1182811                           | 202002     | 22102 ADS | 408      | 88.16     |   |   |   |   |   |   |   |   |   |
| 25     | 1183802                           | 202002     | 22102 ADS | 408      | 94.24     |   |   |   |   |   |   |   |   |   |
| 26     | 1196529                           | 202002     | 22102 ADS | 408      | 97.28     |   |   |   |   |   |   |   |   |   |
| 27     | 1196842                           | 202002     | 22102 ADS | 408      | 97.28     |   |   |   |   |   |   |   |   |   |
|        | Sheet1 Sheet2                     | Sheet3 (+) | 22102 400 | 400      |           |   | 4 |   |   |   |   |   |   | • |

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### 7- Save file (CSV-MS-DOS) for Windows and (CVS-Macintosh) for Mac.







#### 7- Go to Odus Plus and choose the file.







#### 7- (File Upload) (note it may take some time).





#### 8-Nots.

1-The same steps are performed for each course.2-The recommended browser (Google Chrome).

