Scantron Instructions For Professors:
How to Upload a Blackboard Friendly GradeBook File from Remark Classic

This example is using the **Safari on a Mac**.

*Please Note:* Your internet browser could behave differently if you have it configured differently.

1. Professors will be emailed a Blackboard Gradebook File by Scantron Services (the file name will end with ".rbbx")

![Download](image)

2. In your email select `Download`

![Download](image)

3. **Reminder:** This example is on a Mac using Safari Internet Browser. Different computers, browsers, and versions of browsers may cause you to see differences. As with all computer instructions, what you see is based on how your internet browser is configured.

A box should pop up showing you that your file has been saved to "Downloads"

Make sure to mark where you save the file because you will need to retrieve the file momentarily.
4. Sign into Blackboard and select “Course Tools” in your Control Panel

5. Select “Remark Grade Import”

6. This screen will pull up:
7. **Section #1: Choose Assessment**
   a. The first option is "I would like to create a new assessment and import grades into it"
      i. This is if a column does not already exist in your Gradebook for the assessment you are importing
   b. The second option is "I would like to import grades into a pre-existing assessment"
      i. This is if a column does already exist in your Gradebook for the assessment you are importing
   c. Please note, either option is a good choice and both work equally well.

![Choose Assessment](image1)

8. **Section #2: Select Method**
   a. The BEST method to upload grades is "Import using Student ID"
      i. This method leaves less room for error, if you use the "Student Name" method, the student’s name must match exactly to their name in Blackboard

![Select Method](image2)

9. **Section #3: Select File**
   a. Select "Browse"

![Select File](image3)
10. On a Mac you might need to navigate to your “Downloads” File  
   a. In the left hand Finder menu locate your Downloads folder

11. Navigate to where you saved the Gradebook File (the one ending in “.rbbx”) and select the correct file and open it
12. Review your selections and select “Submit”

13. Those scores that were imported successfully will show up like this:

![Remark Grade Import](image)

If it looks correct, select Submit. If no errors, proceed to step #17.
14. If the Remark Grade Import Tool does not recognize a student, it will ask you for help identifying the students:

Remark Grade Import
Review Import

1. **Review Exceptions**

Please review the following exceptions that were found while validating your import file against the course roster.

The following user IDs were found in your data and do not match any user ID within the system. Please select how to handle each exception below:

<table>
<thead>
<tr>
<th>Unmatched ID (Score)</th>
<th>Replace with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOO SCOOBY 111111111 (2 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>DINKLEY YELMA 566666666 (10 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>BLAKE DAPHNE 555555555 (7 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>DOO SCRAPPY 222222222 (9 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>ROGERS SHAGGY 333333333 (6 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>JONES FRED 444444444 (8 pts)</td>
<td>Ignore</td>
</tr>
</tbody>
</table>

2. **Confirm Data**

Note: Because you have selected to import into an existing assessment, any pre-existing scores associated with the Student IDs being imported from this file will be overwritten.

The following scores were successfully matched with valid student IDs and will be imported into the gradebook:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Raw Score</th>
</tr>
</thead>
</table>

3. **Submit your grades**
15. Click on the “Replace With:” drop-down arrow next to the appropriate name and select the Blackboard Gradebook equivalent.

<table>
<thead>
<tr>
<th>Unmatched ID (Score)</th>
<th>Replace with</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOO SCOOBY 111111111 (2 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>DINKLEY VELMA 6666666666 (10 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>BLAKE DAPHNE 5555555555 (7 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>DOO SCRAPPY 2222222222 (9 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>ROGERS SHAGGY 3333333333 (6 pts)</td>
<td>Ignore</td>
</tr>
<tr>
<td>JONES FRED 4444444444 (8 pts)</td>
<td>Ignore</td>
</tr>
</tbody>
</table>

- Replace with:
  - DOO SCOOBY 111111111 (2 pts): Ignore
  - DINKLEY VELMA 6666666666 (10 pts): Ignore
  - BLAKE DAPHNE 5555555555 (7 pts): Ignore
  - DOO SCRAPPY 2222222222 (9 pts): Ignore
  - ROGERS SHAGGY 3333333333 (6 pts): Ignore
  - JONES FRED 4444444444 (8 pts): Ignore
16. Once you have matched all of the names together select “Submit”

17. The next screen will show the names/ID Numbers that you were able to successfully import.
18. To get back to your regular Blackboard Course Site, select your course site’s listing on the top of the page:

![Remark Grade Import](image)

**Remark Grade Import**

The following scores have been imported into the gradebook:

- Student ID: Wilson (Judy) 10
- 44544044444 (Fred Jones) 8
- 333333333 (Shaggy Rogers) 5
- 6866666666 (Shaggy Beadle) 7
- 2323232323 (Scrappy Doo) 9
- 11111111 (Scooby Doo) 2

[Return to the Remark Grade Import Building Block](image)

19. Go back to your Control Panel and select “Grade Center”

![Control Panel](image)

- [Grade Center](image)
  - Full Grade Center

20. Select “Full Grade Center”

![Full Grade Center](image)
21. Verify that you the students have grades and you are done!

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Scooby Doo Test</th>
<th>Scooby Doo Blah</th>
<th>Scooby Doo Test</th>
<th>Scooby Doo Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blake</td>
<td>Daphne</td>
<td>7.00</td>
<td>--</td>
<td>7.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Dinokey</td>
<td>Velma</td>
<td>10.00</td>
<td>--</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Doo</td>
<td>Scooby</td>
<td>2.00</td>
<td>--</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Doo</td>
<td>Scrappy</td>
<td>9.00</td>
<td>--</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Jones</td>
<td>Fred</td>
<td>8.00</td>
<td>--</td>
<td>8.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Rogers</td>
<td>Shaggy</td>
<td>6.00</td>
<td>--</td>
<td>6.00</td>
<td>6.00</td>
</tr>
</tbody>
</table>