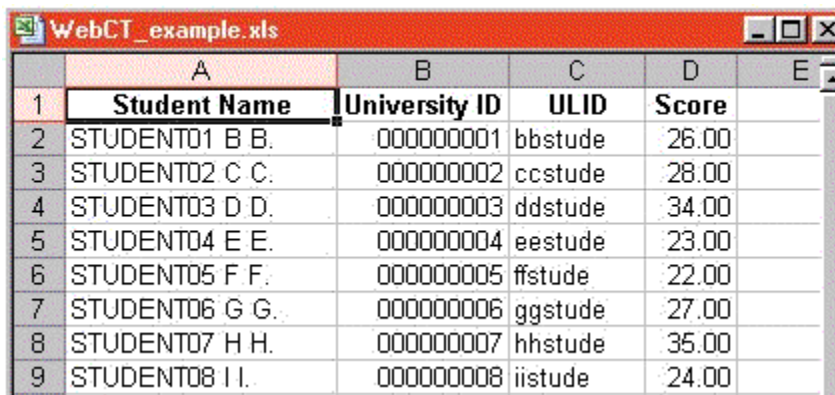


Using Opscan Scores in Blackboard

The Opscan department can provide an Excel worksheet that includes students' names, University IDs (UIDs), University Login IDs (ULIDs), and scores. Blackboard uses ULIDs for identifying students, so you save the file as a comma-separated value (CSV) file to import into Blackboard.

Here are some tips and information on using Opscan sheets with your Blackboard course:

- In order for us to include ULIDs in the report we generate for you, students must use their University ID (UID) on the Opscan sheet in the field that says "Social Security Number" or "University ID". Social Security Numbers or specially-generated classroom identification numbers will not work.
- When you submit the job to Opscan, make sure to check the box that says "Scores for WebCT" on the job request form along with any other reports you want. To protect students' ULIDs, we will ask you to set up a password with us to encrypt the Excel file when you submit the job request.
- In an email message, you will receive an Excel file that lists the students' names, University IDs, ULIDs, and scores. A sample of such a file is shown here. If our scanner was unable to read a UID or unable to match it to a student, then no ULID is inserted.



	A	B	C	D	E
1	Student Name	University ID	ULID	Score	
2	STUDENT01 B B.	000000001	bbstude	26.00	
3	STUDENT02 C C.	000000002	ccstude	28.00	
4	STUDENT03 D D.	000000003	ddstude	34.00	
5	STUDENT04 E E.	000000004	eestude	23.00	
6	STUDENT05 F F.	000000005	ffstude	22.00	
7	STUDENT06 G G.	000000006	ggstude	27.00	
8	STUDENT07 H H.	000000007	hhstude	35.00	
9	STUDENT08 I I.	000000008	iistude	24.00	

To prepare the file for use with Blackboard

1. In the top of Column D, you should change the word "Score" to the name you wish to give this test in Blackboard.
2. Check the ULID column to make sure there's no missing record. If necessary, manually type in ULIDs in the User ID column.
3. Delete the Student Name column and University ID column. Keep the columns of scores and ULIDs (User IDs). Deleting the names in the Excel file ensures that the preferred name for a student remains in the WebCT system and isn't overwritten by the name in the Excel file.

4. Once you have reviewed the results and believe they are correct, save the file as a CSV (comma-delimited) file.

To import the file into Blackboard

1. Make sure you are in the Teach tab.
2. Click **Grade Book** in the left-hand side.
3. Click the button "**Import from Spreadsheet.**"
4. Click the **Browse** button to select the CSV file you created earlier.
5. Click **Upload.**
6. In the next screen, you will be asked to match the columns of your spreadsheet to columns in the grade book. User ID should already be matched. If the label of the column with the scores exists in the grade book, that is where they will go. Otherwise, you will be prompted on what to do with the new column.
7. Once the scores are imported, you will need to turn this column into a grade column by choosing Grade Book options > Column Settings. By default, the Grade Column setting will be No; if you click on the link that says "No" under your column label, it will change the status to Yes and the grades will now be seen.