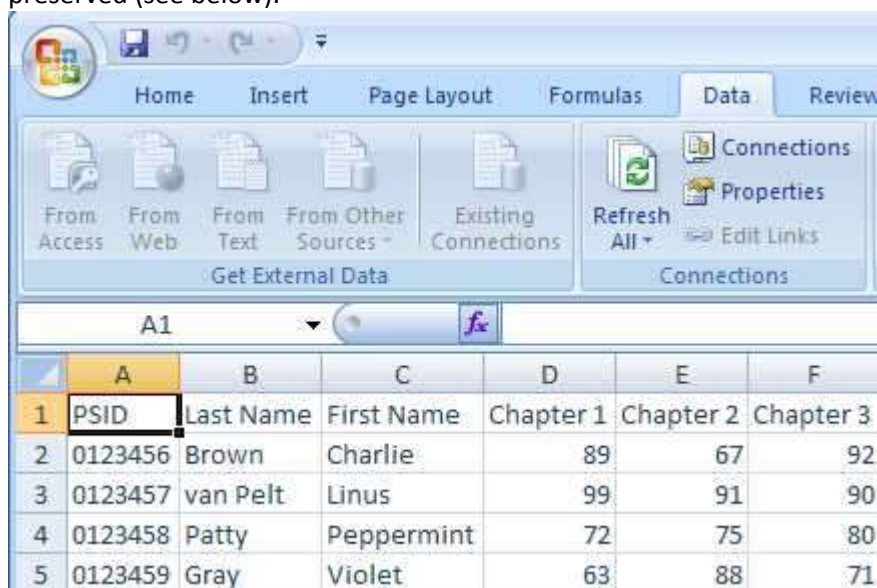


How to Import a Blackboard (.CSV) Gradebook File into Excel to Preserve Leading Zero Format in Column Data Values:

Instructors who export Blackboard gradebooks to a (.CSV) file to work on the gradebook in Excel 2007 will need to **import** the (.CSV) file instead of just opening the (.CSV) file in Excel 2007. Otherwise, if you don't use the Excel **Import** process to open the (.CSV) gradebook file and you enter grades, save the (.CSV) file, and then try to import the (.CSV) back into Blackboard, the import process may fail because the leading zero format was not preserved (all leading zeros will be missing).

This particular issue isn't caused by the Blackboard system; it's a result of how the Excel application now handles (.CSV) files.

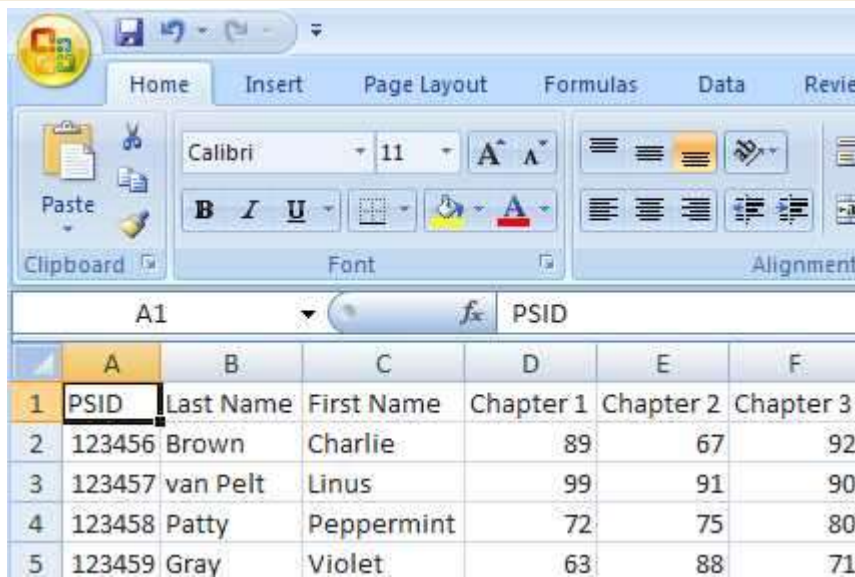
When the (.CSV) Blackboard gradebook file is imported into Excel, the leading zero format is preserved (see below).



The screenshot shows the Microsoft Excel 2007 interface. The ribbon includes Home, Insert, Page Layout, Formulas, Data, and Review. The 'Data' tab is active, showing options like 'Get External Data' and 'Connections'. The active cell is A1. The following table is displayed in the worksheet:

	A	B	C	D	E	F
1	PSID	Last Name	First Name	Chapter 1	Chapter 2	Chapter 3
2	0123456	Brown	Charlie	89	67	92
3	0123457	van Pelt	Linus	99	91	90
4	0123458	Patty	Peppermint	72	75	80
5	0123459	Gray	Violet	63	88	71

If the (.CSV) Blackboard gradebook file is simply opened in Excel, none of the leading zero format is preserved (see below).



	A1					
	A	B	C	D	E	F
1	PSID	Last Name	First Name	Chapter 1	Chapter 2	Chapter 3
2	123456	Brown	Charlie	89	67	92
3	123457	van Pelt	Linus	99	91	90
4	123458	Patty	Peppermint	72	75	80
5	123459	Gray	Violet	63	88	71


If you are not sure whether you are using Office Suite 2007 or Excel 2007, please contact your IT Help Desk for assistance confirming the version you are using on your PC or laptop.

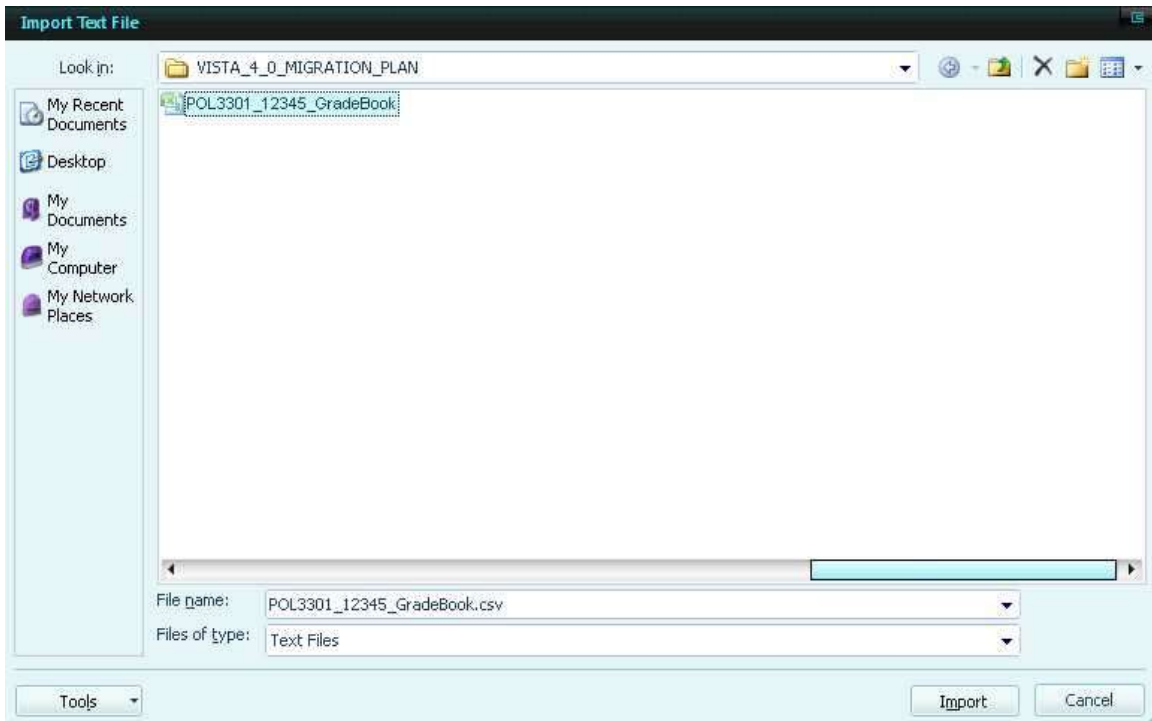
To import a Blackboard (.CSV) gradebook file into Excel, follow the procedures described below.

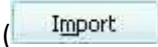
1. You should have already completed the steps to export your Blackboard gradebook to a (.CSV) file. For specific instructions, please refer to the job aide information available from the <http://www.uhv.edu/Blackboard/facultyhelp.asp> section in the UHV Blackboard website.
2. Once you've exported and downloaded your (.CSV) file, launch the Excel 2007 application and create a blank workbook (**File + New + Blank Workbook + Create**).

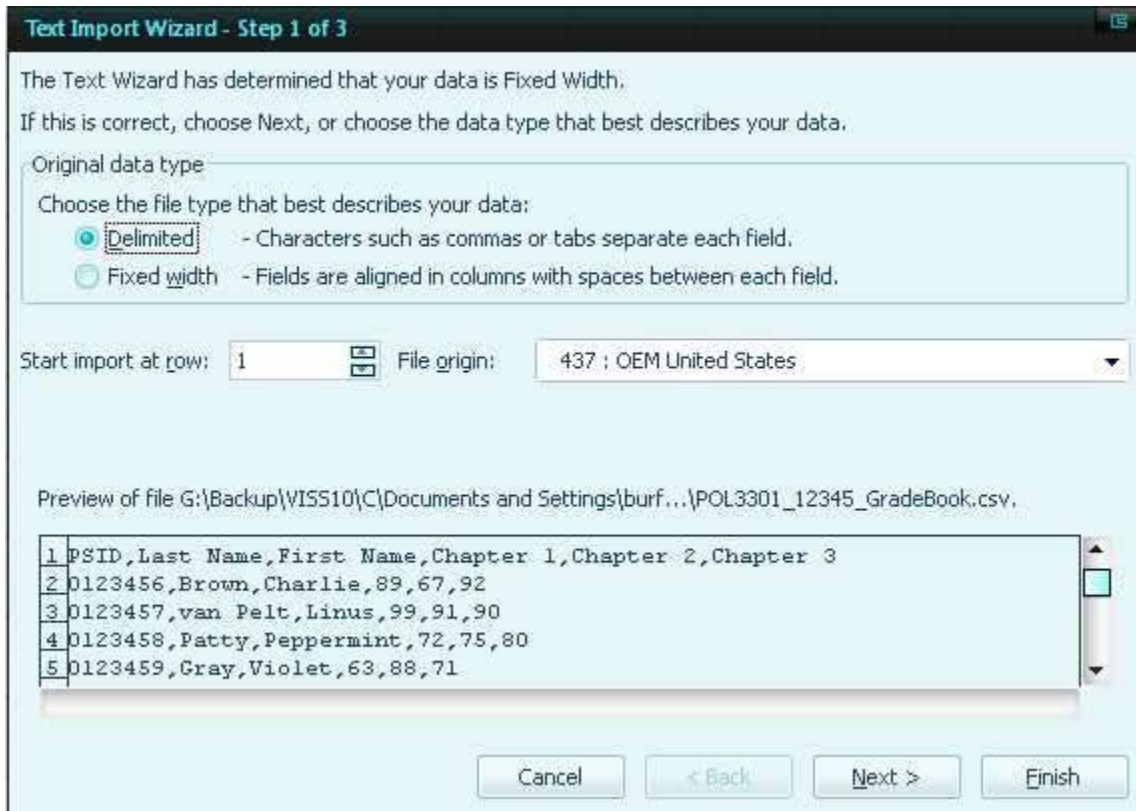
3. Click on the **Data** tab ().

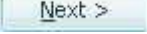
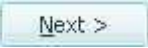


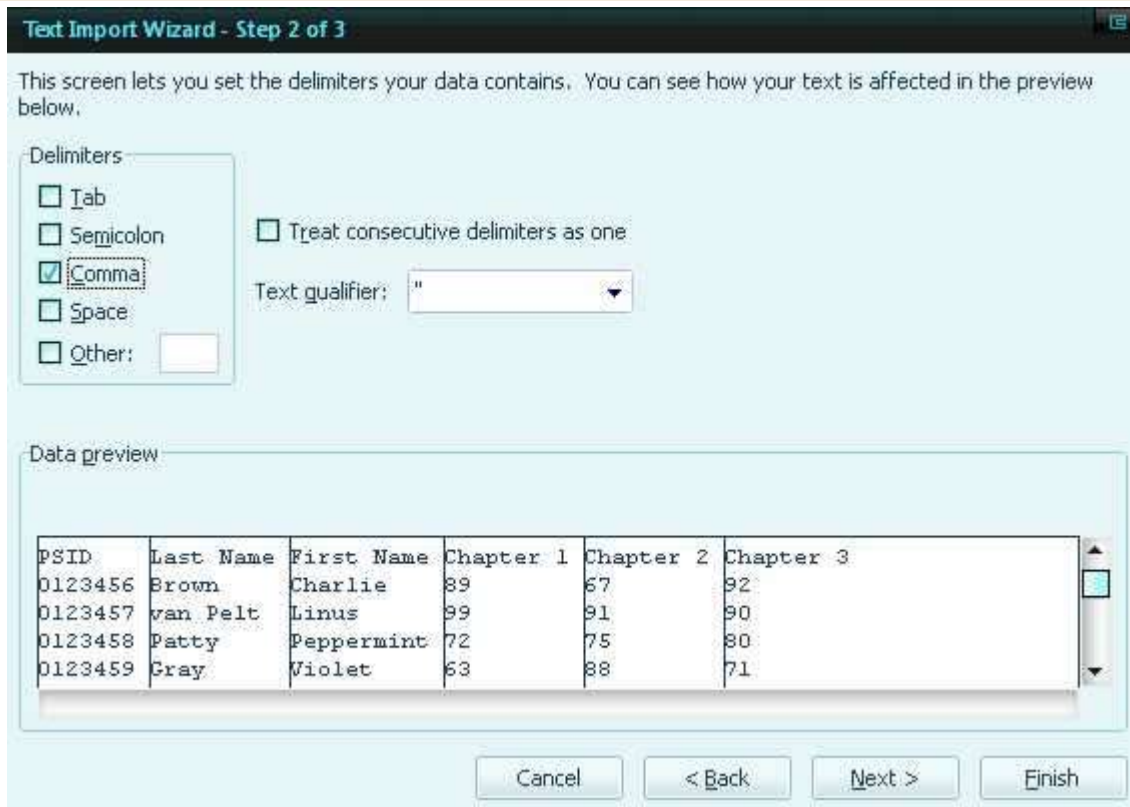
4. Select the **From Text** () option.
5. From the **Import Text File** dialog box that appears on your screen, select the name of the gradebook (.CSV) file (see below).




6. With the name of the gradebook (.CSV) file selected, click once on the **Import** button ()
7. Excel will display the first of three **Text Import Wizard** screens. On the first screen, change the data type to **Delimited** (see below).

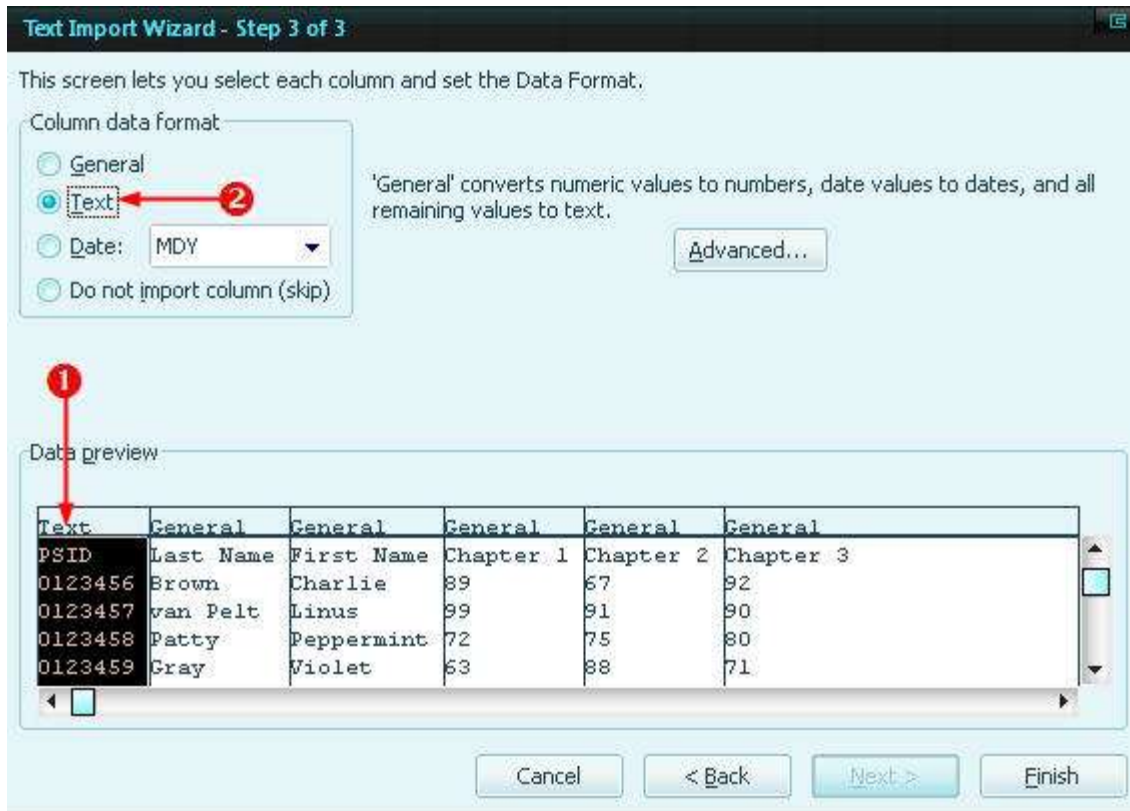


8. Click the **Next** button (). Excel will display the second screen in the import process (see below). Select the **Comma** delimiter option (see below) and click the **Next** button ().



- Excel will display the third and final screen in the import process (see below). Select the column containing the data with leading zeros (see below) and then click on the **Text** radio button to change the leading zero data to text format (see below). Hold down the **Shift** key and click on the columns to select more than one. Click the **Finish** button ().

Preserving Leading-Zero Format in Column Values



- Excel will ask you to confirm the cell location where the imported data will be placed. The default location is the first cell in the worksheet (see below). Click **OK** to accept the default and import the data or change the cell location as appropriate.



- After the data is imported into Excel, you'll notice that the leading zeros appear (see below).

	A	B	C	D	E	F
1	PSID	Last Name	First Name	Chapter 1	Chapter 2	Chapter 3
2	0123456	Brown	Charlie	89	67	92
3	0123457	van Pelt	Linus	99	91	90
4	0123458	Patty	Peppermint	72	75	80
5	0123459	Gray	Violet	63	88	71

This completes the steps for importing the Blackboard (.CSV) gradebook file into Excel to preserve the leading zero format in data values.