

WebCT

## ..... HOW TO DOWNLOAD/UPLOAD THE WEBCT GRADEBOOK USING MICROSOFT EXCEL

You have the option to download and upload WebCT grade book data into a TEXT file and import/export this into Excel. This is an important feature allowing instructors to manage student information outside of WebCT and to upload new information into the WebCT grade book.

After completing this module you should be able to:

- ❖ Download your grade book from WebCT to your desktop
- ❖ Open and edit the grade book in Excel
- ❖ Upload your grade book into your WebCT course

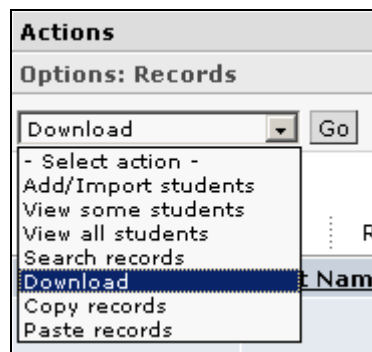
### Downloading your Grade book from WebCT

To download the grade book from WebCT, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. Select the **Manage Course** option under the Basic Control Panel. Select **Manage Students**. The Manage Students (gradebook) screen appears.

**Note:** If you have not added students to your course you will need to do so before you can download student information.

3. Under the **Actions > Options:Records** menu, select the **Download** option



4. Click **Go**. The Download Student Records screen appears:

**WebCT Course Tools**

View **Designer Options**

Homepage > Expanded Control Panel > Manage Course > Manage Students > **Download**

**Download Student Records**  
Select a separator for the fields in the download file.

Record separator: Comma ▼

Download Cancel

5. Select **Comma** as the record separator.
6. Click the **Download** button.
7. When you are asked to either open or save this file, select **Save**.

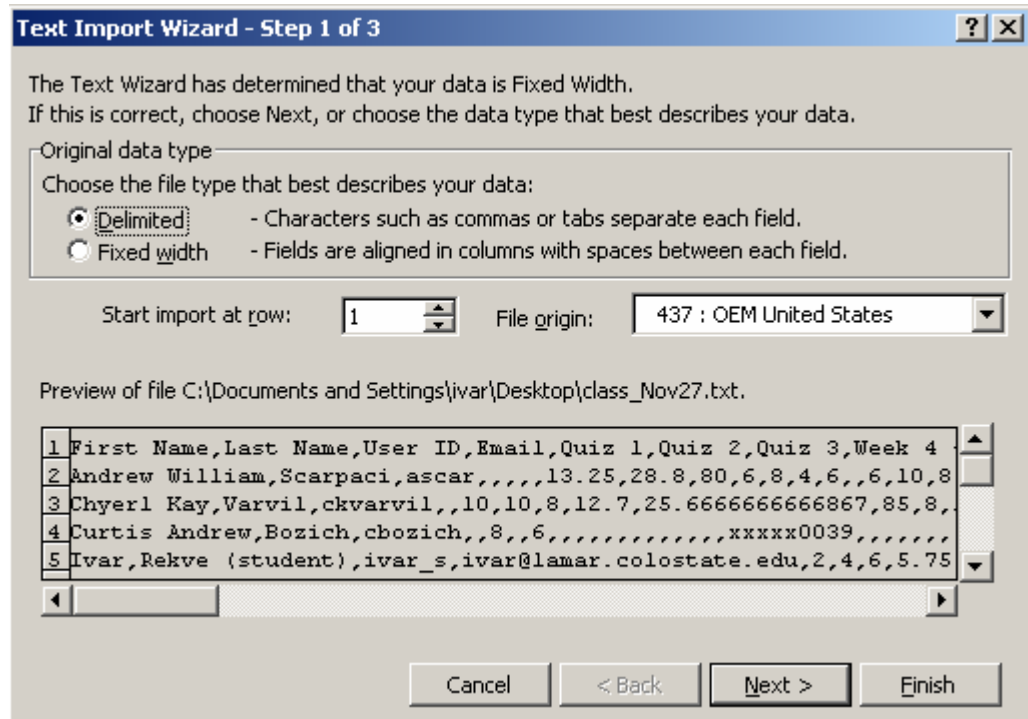
**Note:** The filename is "Class\_ 'today's date' .txt."

## Open and Edit the grade book in Excel

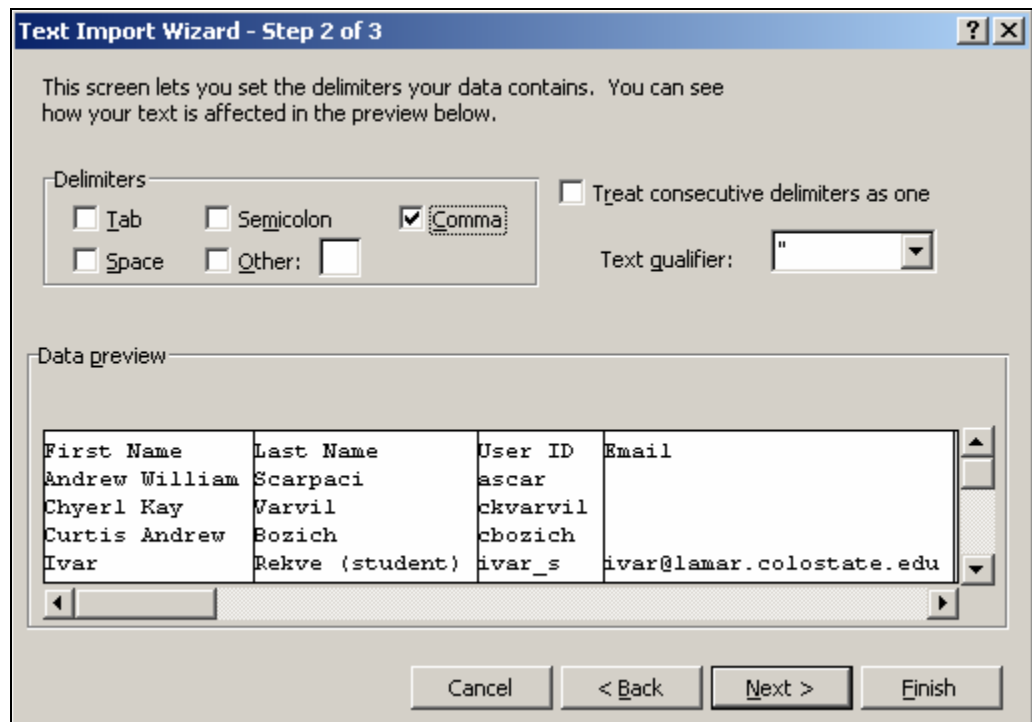
If you choose to download your WebCT grade book, a .txt file containing the student information will be on your computer.

**To open the .txt file in Excel, complete the following steps:**

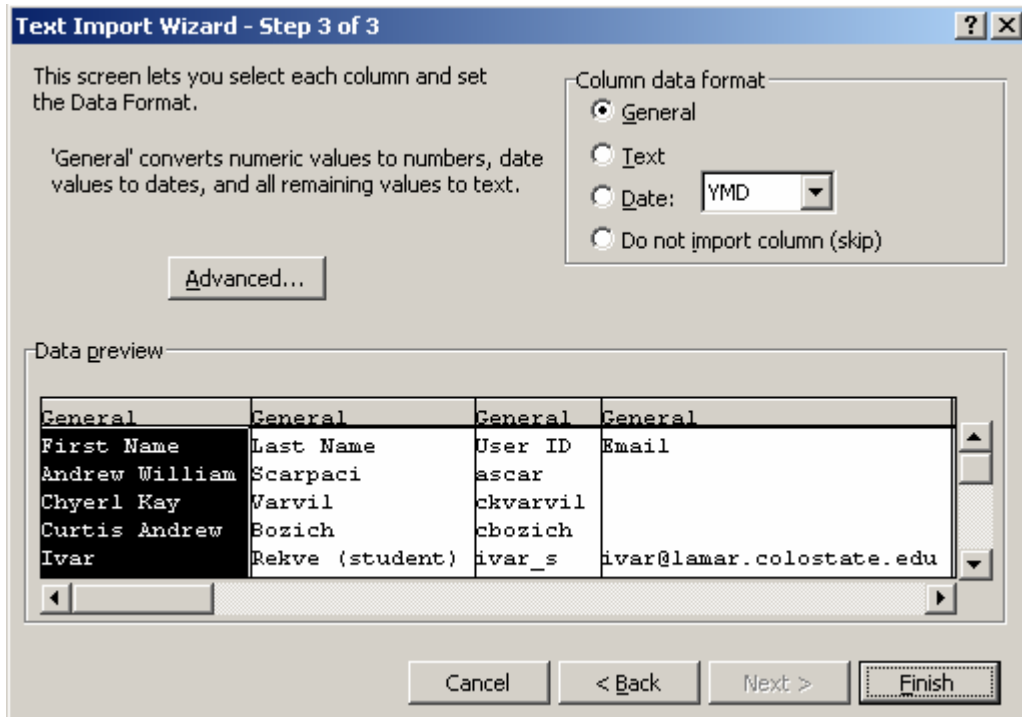
1. Open **Excel**.
2. In Excel, select **File > Open**.
3. Navigate to the saved grade book file.
4. Click **Open**. The Text Import Wizard will start appear:



5. Select **Delimited**. (A delimiter is the character used to separate each filed in a record. The text file that you downloaded will be comma delimited)
6. Click **Next**. Step 2 of the wizard appears:



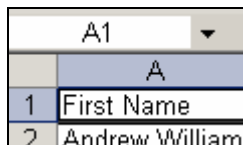
7. Since the file is comma delimited, check the comma checkbox.
8. Click **Next**. The last step in the wizard appears:



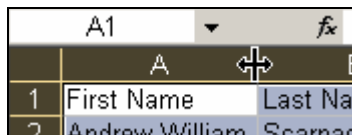
9. Click **Finish**. Your grade book should be formatted properly in Excel.

**Tip: Some of the text in your columns are probably hidden since the column width is not adjusted to the length of the content. Here is a quick fix:**

- a) Select all the cells in your spreadsheet by clicking once on the cell that is above the 1 and to the left of the A (see below):



- b) Double click on the line between column A and column B. The full values of the cells appear.



## Editing the grade book

You now have the option to update your grades. Before you begin this process, see the considerations below:

- ❖ You cannot change a score that was created by WebCT's quiz or assignment tool. If you do and try to upload the grade book, WebCT will ignore the updates. To update these scores you need to do so in the quiz tool or in the assignment tool.

- ❖ If you create a new column with a formula in it (e.g. a column at the end that sums up the total score for a student), WebCT will only upload the value of the cell that Excel calculates and not the formula.
- ❖ If you have more data than the information you choose to upload into WebCT, you can delete unnecessary columns. When you upload the grade book into WebCT it will only look for updates so nothing will be deleted in the WebCT grade book.

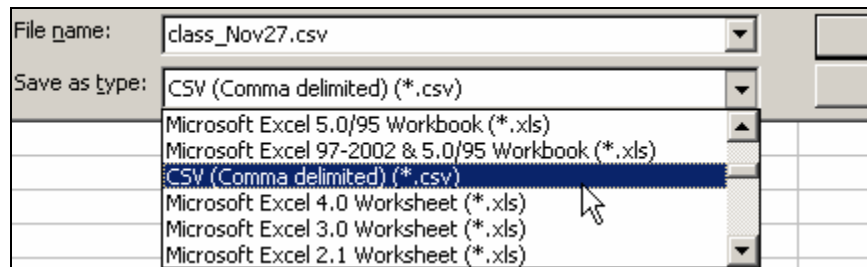
**Note:** You cannot delete the eID Login name or “User ID” column in Excel. This column is used by WebCT to identify and match each individual student. To upload data into WebCT you need the eID Login Name or “User ID” column, and the column of data that you wish to upload.

## Saving the File in Excel

Before you upload the updated grade book, make sure to save the document.

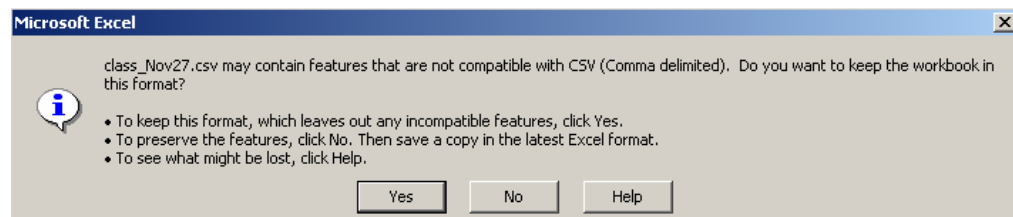
**To upload the Excel file into WebCT, complete the following steps:**

1. Select **File > Save as**.
2. Select **.csv** as the file type.



**Note:** CSV (Comma Separated Values)

3. Click **Save**. The Microsoft Excel message will appear:



4. Click **Yes**.

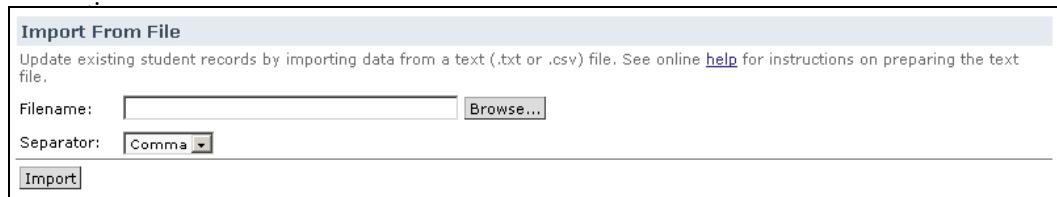
## Uploading the file into the grade book

To upload the file into WebCT, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. Select the **Manage Files** option under the Basic Control Panel. The Manage Files screen appears:
3. Click **Upload**.
4. Click **Browse** and navigate to the .csv file.
5. Select the **Destination Folder** for the file.
6. Click **Upload**.

**Note:** If you can't find the file, make sure that you are looking for "Files of all types" in the "Files of Type" dropdown box.

8. Select **Control Panel, Manage Course, Mange Students**. Under the **Actions > Options:Records** menu, select the **Add/Import Students**



**Import From File**  
Update existing student records by importing data from a text (.txt or .csv) file. See online [help](#) for instructions on preparing the text file.

Filename:

Separator:

7. Click **Browse** and navigate to the .csv file you uploaded.
8. Click **Add Selected**.
9. Leave the Separator as **Comma**.
10. Click **Import**.

WebCT will compare the columns in your current grade book with the .csv file you are uploading. If you have added new columns, WebCT will prompt you to create them in the grade book. You need to choose the data type these new columns will be. If you plan on doing calculations with the data in a column, the data type has to be **Numeric**.

**Note:** Numeric is NOT the default.

**Test Course**

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > Add Students > **Import Confirmation**

**Import Confirmation: Final Confirmation**  
Before clicking **Continue**, ensure that the information below is correct.

**New Fields**  
The following fields will be created for you in the database. Please select the type for each field:

Exam 3:

**Update R**

Depending on how many new columns you have added to your gradebook, WebCT might prompt you to choose more selection. *Read the screens carefully and follow the instructions.*

**Note:** Remember, that you have a backup of your grade book in the original .txt file that you downloaded in the first step of this tutorial.