

WebCT

..... HOW TO POST GRADES USING THE WEBCT GRADEBOOK

This document is intended to give you a step-by-step process of entering students and posting grades in the WebCT Manage Student option commonly known as the *GradeBook*. If you already have a WebCT course, skip to the Adding Grades Section on page 8. If you are not using WebCT, navigate to the http://www.colostate.edu/webct/New_Account.html web site to request a new WebCT course. Your course will be available on the WebCT web site (<http://webct.colostate.edu>) within twenty-four hours.

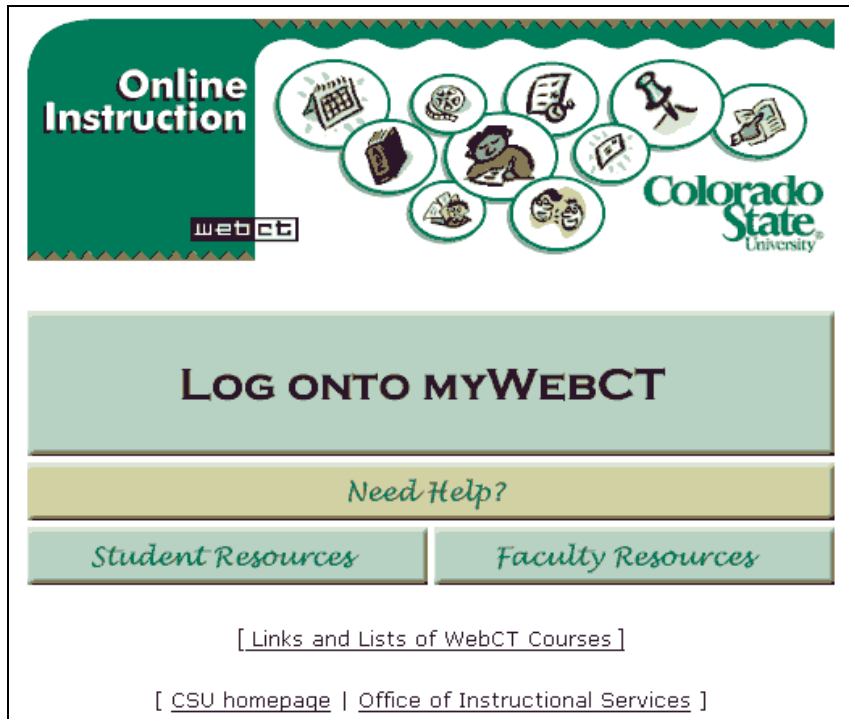
After completing this module you will be able to:

- ❖ Log into WebCT
- ❖ Add Students to Your WebCT Course
- ❖ View Students
- ❖ Manually Enter Grades into Your WebCT Course
- ❖ Upload Grades into Your WebCT Course
- ❖ Make the Grades Available to Students

Logging into WebCT

Once you have submitted an online form and received an e-mail confirmation that your course has been created, you can log into that course from the CSU WebCT web site (<http://webct.colostate.edu>.)

Note: Your eIDLogin name and Password will be the same as your CSU eID (eIdentity is a unique identifier for each authorized user at Colorado State University.)



To log into the CSU WebCT web site, complete the following steps:

1. Navigate to the <http://webct.colostate.edu> page.
2. Click the **LOG ONTO MYWEBCT** button. The User Name and Password screen appears.
3. Enter in your eID Login Name and Password. The myWebCT page appears.
4. Select your course on the MyWebCT page.

Adding Students to Your Course

Before you calculate grades, you must first add students to the Gradebook. If you have not already added students to your course, complete the following the steps to add them to your course.

Adding One Student to Your Course

You have the option to add a student to your course who is not registered for that particular course. This could be a student who is taking an incomplete or an assistant who is viewing the course as a student.

To add one student to the course, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.

- Under Manage Students click **Add or Import Students**.
- Under Import From Global Database choose the **Add one student at a time to course: Enter the student's WebCT ID and click Add**.

Test Course	
View	Designer Options
Homepage > ... > Add Students > Manage Students > Add Students > Manage Students > Add Students	
Add Students	
Import From Global Database	
Add one student at a time to your course:	
Enter the student's WebCT ID and click Add .	
Student's WebCT ID:	<input type="text"/> <input type="button" value="Add"/>

- Enter the student's WebCT ID or eIdentity.
- Click the **Add** button. The student's record is added.

Adding Multiple Students to Your Course

You have the option to add all your students to the course at one time.

To add multiple students, complete the following steps:

- Click **Control Panel** button in the top left-hand area of the WebCT page.
- On the Basic Control Panel screen click **Manage Course**.
- Under Manage Students click **Add or Import Students**.
- Under Import From Global Database choose **Add multiple students from a registered course: Enter the registered course name and click Select**.

Test Course	
View	Designer Options
Homepage > Basic Control Panel > Manage Course > Manage Students > Add Students	
Add Students	
Import From Global Database	
Add one student at a time to your course:	
Enter the student's WebCT ID and click Add .	
Student's WebCT ID:	<input type="text"/> <input type="button" value="Add"/>
Add multiple students from a registered course:	
Enter the registered course name and click Select .	
Registered course name:	<input type="text"/> <input type="button" value="Select"/>

- Enter the six-digit course section ID of your course (you can find this number in the CSU Course Catalog).
- Click the **Select** button. The student's records will be displayed. Click the **Select** button again to upload them into the Manage Student gradebook.

Synchronizing Your WebCT Course

During the first couple weeks of a new semester, students will be adding and dropping courses. To synchronize your class roster use the Synchronize option.

To update you course, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.
3. Under Manage Students click **Add or Import Students**.
4. Under Import From Global Database select **Update your existing student list: Enter the registered course name and click Synchronize**.

Test Course	
View	Designer Options
Homepage > Basic Control Panel > Manage Course > Manage Students > Add Students	
Add Students	
Import From Global Database	
Add one student at a time to your course: Enter the student's WebCT ID and click Add .	
Student's WebCT ID:	<input type="text"/> <input type="button" value="Add"/>
Add multiple students from a registered course: Enter the registered course name and click Select .	
Registered course name:	<input type="text"/> <input type="button" value="Select"/>
Update your existing student list: Enter the registered course name and click Synchronize .	
Registered course name:	<input type="text"/> <input type="button" value="Synchronize"/>

5. Enter the six-digit course section ID of your course.
6. Click the **Synchronize** button. The update records screen appears:

Synchronize with Global Database

Synchronize Cancel

Add Records

<input checked="" type="checkbox"/>	WebCT ID	First Name	Last Name
<input checked="" type="checkbox"/>	student_17	Lauren	Bacall

Delete Records

<input checked="" type="checkbox"/>	User ID	First Name	Last Name
<input checked="" type="checkbox"/>	dgoodman	Darrin	Goodman

Update Records

<input checked="" type="checkbox"/>	User ID	First Name	Last Name
<input checked="" type="checkbox"/>	student_14	Samantha (Samantha)	York (York)
<input checked="" type="checkbox"/>	student_15	Gloria P. (Gloria P.)	D'Angelo (D'Angelo)
<input checked="" type="checkbox"/>	student_16	Barbara A. (Barbara A.)	McMurphy (McMurphy)
<input checked="" type="checkbox"/>	student_18	Jack B. (Jack B.)	Steinbrenner (Steinbrenner)
<input checked="" type="checkbox"/>	student_19	Nelson (Nelson)	Begay (Begay)
<input checked="" type="checkbox"/>	student_20	Christopher (Christopher)	Yazzie (Yazzie)
<input checked="" type="checkbox"/>	student_21	Martin (Martin)	Velasquez (Velasquez)
<input checked="" type="checkbox"/>	student_22	Jean Michel (Jean Michel)	Bordeaux (Bordeaux)

De-select the users name if you do not wish to delete, add or update the records. Then, click the Synchronize option

If you already have students in your course, WebCT will display three preview tables. If you have students in your course that do not have the six-digit number in their record, a Delete Records table will appear in addition to the Add and Update table. If you choose not to delete students from the course, de-select the records in the table. You can also do the same for the Add and Update Records table.

Important: *You may have added a student who is making up an incomplete or an assistant who is going to view the course as a student - they will not have registered for the class. When you select the synchronize option their names will appear in the Delete Records table since they will not have the six-digit number in their record. It might be important to preview the Delete Records table for this reason before selecting to synchronize the course.*

7. Click **Synchronize** when you are satisfied with the preview.

Viewing Students

You have various options in which to view student records. This can be accomplished by selecting the **Options: Records** choices in the drop-down list.

Click the column title to sort on that column

Select the Edit option to edit the column entries

Select the e-mail icon to e-mail the selected student

Last Name	First Name	User ID	CSU ID	Masked ID	Phone	CSU Title
Edit	Edit		Edit	Edit	Edit	Edit
Bacall	Lauren	student_17	---	xxxxx9886	876-9814	Freshman FA00
Begay	Nelson	student_19	---	xxxxx9888	876-9816	Senior SP01
Bordeaux	Jean Michel	student_22	---	xxxxx9891	876-9819	Sophomore SP01
McMurphy	Barbara A.	student_16	---	xxxxx9885	876-9813	Senior FA01
Steinbrenner	Jack B.	student_18	---	xxxxx9887	876-9815	Sophomore SP01
Velasquez	Martin	student_21	---	xxxxx9890	876-9818	Junior SP01
Yazzie	Christopher	student_20	---	xxxxx9889	876-9817	Freshman FA00
York	Samantha	student_14	---	xxxxx9883	876-9811	Senior SP01

To show all students, complete the following steps;

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.
3. Under the **Options: Records** select **View all students**.
4. Click **Go**.

To select specific students, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.
3. Under the **Options: Records** select **View some students**.
4. Select the student by placing a checkmark next to the name and click the **View** button. The selected student records appear.

To search for a specific student, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.

2. On the Basic Control Panel screen click **Manage Course**.
3. Under the **Options: Records** select **Search Records**.
4. Click **Go**. The search screen appears.

Search	Criteria	Comparison	Value	
Whole Class	User ID	Equals		Search

Select the Criteria, Comparison and Value option in which to search. For example, you can search for a student by the eID (User ID), by selecting this search criteria (User ID = Equals = cnimmo).

5. Click **Search**. The selected student record appears.

To display a specific page of records, complete the following steps:

1. From the Page drop-down list, select the page number.

To display all records without changing the default setting, complete the following steps:

1. From the Page drop-down list, select **All**.

To sort student records by a single column, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.
3. In **Manage Students**, in the Student Records Table, click the Sort link under the name of the column that you want to sort. The Manage Students Table refreshes and the column that you sorted now appears in bold text.

Adding Grades

As the instructor you have two choices to upload information into WebCT. One, you can manually enter your grades into created columns in the WebCT gradebook. Second, you can download a .csv file from WebCT, import the text file into Excel, enter the grades and then upload that file into WebCT. However, to create the .csv file in Excel you must first download the information from the WebCT Gradebook. See this document to learn how to download your gradebook from WebCT

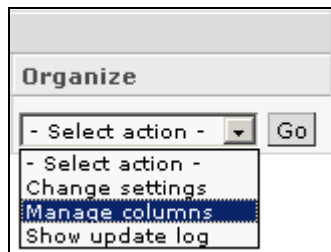
(<http://www.colostate.edu/webct/PDFs/faculty/gradebook.pdf>).

To manually enter grades, complete the following steps:

Creating a Column in the Gradebook

To add a column, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.
3. From the **Manage Student** option, select the **Organize** drop-down list.



4. Select **Manage columns**.
5. Click **Go**. The Columns screen appears:

Actions
 indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options

Change column label:

Align column:

Hide columns:

Release columns:

Show statistics:

Show decimals:

Allow self-registration:

Organize

Delete columns

Convert column type

Setup column

Move item left:

Move item right:

6. Under **Organize**, select **Add column**.
7. The Add Column screen appears.
8. In the Label text box, type a label.
9. From the Type drop-down list, select a type.
 - ❖ **Alphanumeric** – Letters or numbers
 - ❖ **Numeric** – Numbers only
 - ❖ **Calculated** – Grade calculation. You can only enter a mathematical formula that makes calculations based on the values in your numeric columns.
 - ❖ **Letter Grade** – Letter grades are equivalent to numeric grades in numeric, calculated, or Quiz columns.
 - ❖ **Text** – The text type usually occupies several lines and contains hard returns.
 - ❖ **Selection Box** – This is information that can be selected from a drop-down list.
10. Click **Add**. The new column will appear in the Grade book.

Note: By default the new column will appear at the end of the table.

Entering Student Grades

There are four most commonly used column types; alphanumeric, numeric, calculated and letter grade.

Creating an Alphanumeric Column

To enter grades into the new column, complete the following steps:

1. From the Manage Student option navigate to the new column.
2. Click the **Edit** link underneath the column label. The column will be displayed:

Temp	Exam 1
---	<input type="text"/>
---	<input type="text"/>

3. Enter the grades into the space provided.

Note: You can enter alpha or numeric characters into the column.

4. When you have completed the information, select the **Update** button. Your grades will be entered into the table.

Creating a Numeric Columns

To enter grades into the new column, complete the following steps:

1. From the Manage Student option navigate to the new column.
2. Click the **Edit** link underneath the column label. The column will be displayed:

Exam 2
Out of: <input type="text" value="100"/>
<input type="text" value="87"/>
<input type="text" value="68"/>
<input type="text" value="89"/>
<input type="text" value="67"/>
<input type="text" value="88"/>
<input type="text" value="78"/>
<input type="text" value="67"/>
<input type="text" value="67"/>
<input type="text" value="56"/>

5. Enter the grades into the space provided.

Note: In a numeric column you can choose to use the (Out of:option) which allows you to enter the total possible grades.

6. When you have completed the information, select the **Update** button. Your grades will be displayed into the table.

Creating a Calculated Column

To enter grades into the new column, complete the following steps:

1. From the Manage Student option navigate to the new column.
3. Click the **Formula** link underneath the column label. The column settings will be displayed:

Note: Often the calculated column is used to total all the possible points in a course. Calculated columns will only tally numeric and other calculated column types.

Total Points	
Formula	
Graph	
Out of 110.00	
	87.00
	68.00
	89.00
	67.00
	88.00
	78.00
	67.00
	67.00
	56.00

By clicking the Formula option at the top of the calculated column you will be taken to a screen where you can set the parameters of the calculated column. Use the numeric keypad, Column tool, and Function tool to enter and edit the formula. You cannot edit the Formula box by selecting, entering, or deleting characters with your mouse and keyboard.

Test Course

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Calculation Editor**

Calculation Editor: Total Points

Formula:

[New Assignment]+[Exam 2]+[Temp]*0.25

() / C

7 8 9 * CE

4 5 6 -

1 2 3 +

0 .

Column: Temp Insert

Function: maximum Start list Next item End list

Update Cancel

4. Click the **Update** button to save the formula in the column.

Creating a Letter Grade Column

To enter grades into the new column, complete the following steps:

1. From the Manage Student option navigate to the new column.
2. Click the **Grading Scheme** link underneath the column label. The column settings will be displayed:

Letter Grade
Grading Scheme
Graph
B+
C
A-
C
A-
B-
C
C
D

In the Grading Scheme option in the Letter Grade column, you can set the letter grades that correspond to the numeric grades in a specific numeric, calculated, or quiz columns in the WebCT gradebook. You also have the option to set your own grading scheme that corresponds to a numeric column. For example, if you have numerous quizzes and tests that are worth a total of 500 points you can set the grading scheme in the Letter Grade column according to the 500-point grading scheme.

Test Course

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Letter Grade Editor**

Letter Grade Editor: Letter Grade

Default options:

Apply the grading scheme to:

<input type="checkbox"/>	Lower Limit %	Range %	Letter Grade
<input type="checkbox"/>		less than 50	F(Fail)
<input type="checkbox"/>	<input type="text" value="50"/>	50 and above, less than 55	D
<input type="checkbox"/>	<input type="text" value="55"/>	55 and above, less than 60	C-
<input type="checkbox"/>	<input type="text" value="60"/>	60 and above, less than 64	C
<input type="checkbox"/>	<input type="text" value="64"/>	64 and above, less than 68	C+
<input type="checkbox"/>	<input type="text" value="68"/>	68 and above, less than 72	B-
<input type="checkbox"/>	<input type="text" value="72"/>	72 and above, less than 76	B
<input type="checkbox"/>	<input type="text" value="76"/>	76 and above, less than 80	B+
<input type="checkbox"/>	<input type="text" value="80"/>	80 and above, less than 85	A-
<input type="checkbox"/>	<input type="text" value="85"/>	85 and above, less than 90	A
<input type="checkbox"/>	<input type="text" value="90"/>	90 and above, less than 100	A+
<input type="checkbox"/>	<input type="text" value="100"/>	100 and above	A+

3. Click the **Update** button to save the formula in the column.

Uploading Student Grades

To upload grades to WebCT you will need to download a .csv file (comma delimited) file from the WebCT Gradebook and format the file in Excel. You will then enter the grades into the spreadsheet. You can find information on how to download and upload the gradebook to Excel at (<http://www.colostate.edu/webct/PDFs/faculty/gradebook.pdf>). Once you have created and modified the Excel file you can upload the file into your course.

To upload a file into the Gradebook, complete the following steps:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. From the **Manage Files** option, select the **Upload** button. The Upload File screen appears.
3. Click the **Browse** button. Your computer's file manager appears.
4. Select the file and click **Upload**. The file will appear in your Manage Files area.
5. Click **Control Panel** button again in the top left-hand area of the WebCT page.

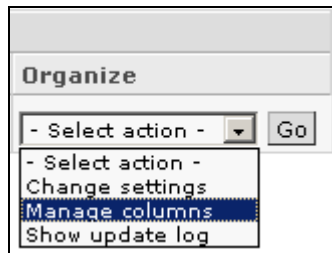
6. On the Basic Control Panel screen click **Manage Course**.
7. Underneath the *Manage Student* link, select **Add/Import Students**.
8. At the bottom of the screen in the **Import From File** option, browse to your .csv or .txt file
9. Click **Import**.
10. WebCT will prompt you to verify that the fields are correct. If the information is correct, select **Continue**.
11. WebCT will again prompt you with a final confirmation that the selected fields will be imported into the Gradebook. If the information is correct, select **Continue**. The information from the Excel file will be imported into the WebCT gradebook.

Making the Grades Available to Students

After you have entered grades manually or uploaded them from an Excel file, you will need to make the column available to students.

To reveal the grades for students, complete the following steps:

1. From the **Manage Student** option, select the **Organize** drop-down list.



2. Select **Manage columns**.
3. Click **Go**. The Columns screen appears:

	Actions <input type="checkbox"/> indicates a selection is required from the main frame. <input type="checkbox"/> indicates multiple selections are allowed.
<input checked="" type="checkbox"/>	
Exam 1	
A	Options
Left	<input type="checkbox"/> Change column label: <input type="text"/> <input type="button" value="Go"/>
No	
No	<input type="checkbox"/> Align column: <input type="text" value="Center"/> <input type="button" value="Go"/>

---	<input type="checkbox"/> Hide columns: <input type="text" value="No"/> <input type="button" value="Go"/>
Not Shown	<input type="checkbox"/> Release columns: <input checked="" type="text" value="Yes"/> <input type="button" value="Go"/>
	<input type="checkbox"/> Show statistics: <input type="text" value="None"/> <input type="button" value="Go"/>
	<input type="checkbox"/> Show decimals: <input type="text" value="2"/> <input type="button" value="Go"/>
	<input type="checkbox"/> Allow self-registration: <input type="text" value="Required"/> <input type="button" value="Go"/>
	Organize
	<input type="button" value="Add column"/>
	<input type="checkbox"/> Delete columns
	<input type="checkbox"/> Convert column type
	<input type="checkbox"/> Setup column
	<input type="checkbox"/> Move item left: <input type="text" value="1"/> <input type="button" value="Go"/>
	<input type="checkbox"/> Move item right: <input type="text" value="1"/> <input type="button" value="Go"/>
	<input type="button" value="Set column defaults"/>

- Place a check mark in the column you would like to release.
- Under Modify Columns, select **Release columns** and from the drop-down list select **Yes**.
- Click **Update**.
- The grades in that column will be available to your students.

How do Students View Their Grades?

Students will need to log into the WebCT web site (<http://webct.colostate.edu>) with their eID User Name and Password to view their grades. Once they have gained access to the course they will need to navigate to the **MyGrades** option. When they click on this option their grades will appear. They will not be able to see other students' scores, as only their record will be accessed.

For questions and comments on this process, contact: Christina Nimmo at 491-0905 or email cnimmo@colostate.edu.