

Using Excel and the Grade Book

If you are using an Excel spreadsheet for student grades, you may continue keeping your grades in Excel and then uploading the information into the **WebCT Grade Book**.

You can download and upload student records as "tab" or "comma "delimited ASCII text files. This means that when the transferred data is all run together as text, columns will be recognized in Excel with the occurrence of every "tab" or every "comma."

This section covers:

- Downloading the **WebCT Grade Book** into a file on your computer (as a comma-delimited file),
- Opening the file in Excel and making and saving changes, and
- Uploading the file and updating the **WebCT Grade Book**

Download the Grade Book to Excel

Downloading your **WebCT Grade Book** to Excel is accomplished through two separate tasks: (1) Downloading the **Grade Book** to your computer and (2) opening the **WebCT Grade Book** file in Excel.

Step 1. Click the **Teach** tab and click the **Grade Book** button in the menu bar.

Step 2. Verify that all of your students are appearing in the **Grades tab**. If they are not all appearing, click the **Grade Book Options** button and select **Show All Students**.

Step 3. Click the **Export to Spreadsheet** button and select the options as described below.

The screenshot shows the 'Export to Spreadsheet' dialog box. It has four main sections: 'Members to Export' with 'All members' selected; 'Columns to Export' with 'Visible columns' selected; 'Select Export Format' with 'Comma-delimited' selected; and 'Select Character Set' with 'Unicode (UTF-8)' selected. Callouts provide the following information:

- Members to Export:** This means that all members from the current view of the grade book will be exported.
- Columns to Export:** You can either export currently visible columns or all the columns.
- Select Export Format:** Select the keyboard element you want to use to separate member data in the exported file.
- Select Character Set:** Select a character set that is supported by the software you want to use to edit the exported file.

Buttons for 'Export' and 'Cancel' are at the bottom. A callout on the left says 'Leave the default value of UTF-8' pointing to the 'Unicode (UTF-8)' option.

Step 4. Click **Export**.

Step 5. In the **File Download** window, click **Save** and navigate to a location on your computer where you want to save the grade book (i.e., Desktop for the PC or Macintosh).

The screenshot shows a 'Save As' dialog box with 'My Documents' selected in the 'Save in:' field. The file name is 'class_Jul2_2003.txt' and the type is 'Text Document'. Callouts provide the following information:

- Choose a location in which to save the file.** (A red line points from this callout to the 'My Documents' folder in the file list.)
- Click **Save** to save the file to the selected location.** (A red arrow points from this callout to the 'Save' button, which is circled in red.)

Step 6. Click **Save**.

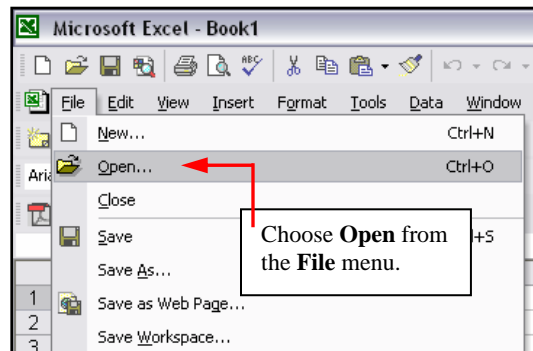
Open Your Grade Book File in Excel

Now that the WebCT **Grade Book** file has been saved to your computer, it must be opened using Microsoft Excel.

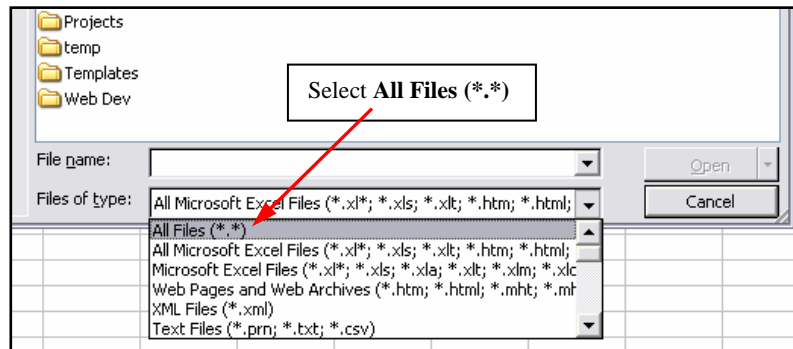
Step 1. Open **Excel** on your computer. *Note: The location of this program on your computer may vary.*



Step 2. From the Excel **File** menu, choose **Open**.

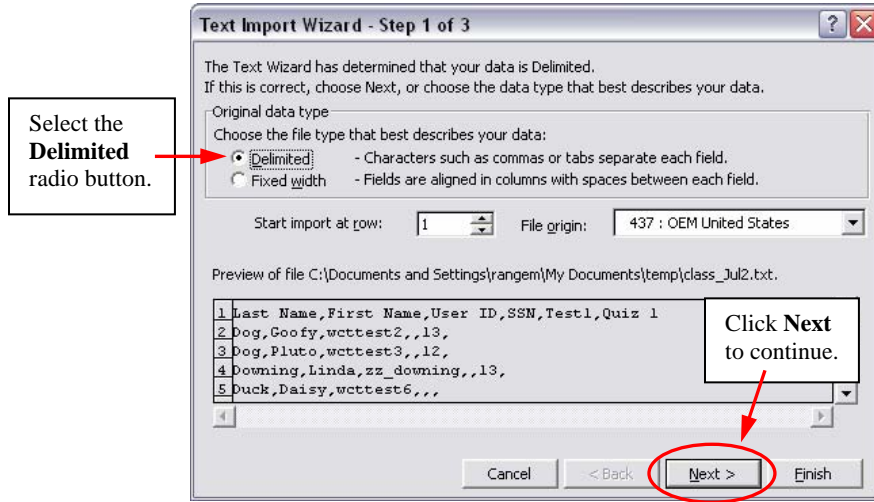


Step 3. In the Excel **Open** dialog box (or window), select **All Files (*.*)** from the **Files of type** drop-down menu.

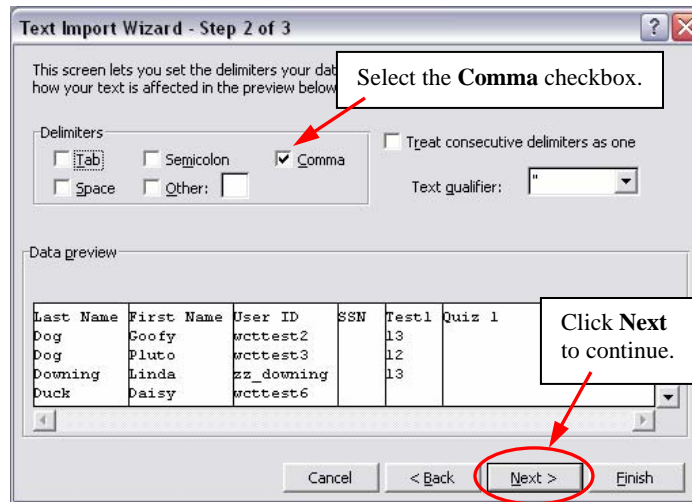


Step 4. Locate the file you saved earlier (it should be a text file – ends with a .txt extension), select the file, and click **Open**.

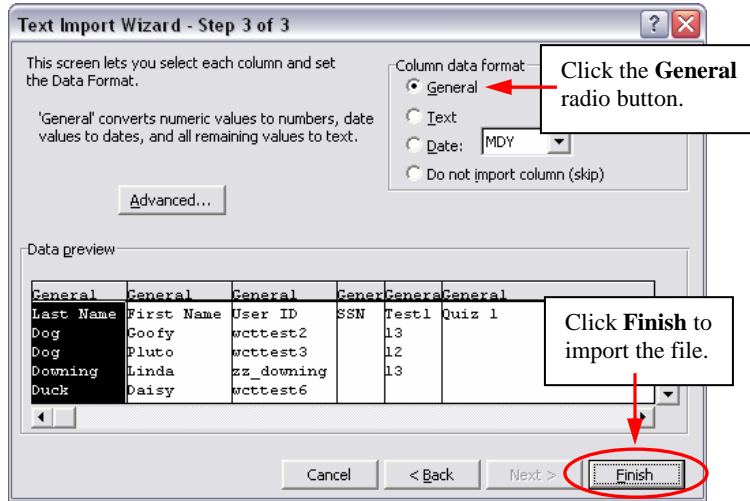
Step 5. The **Text Import Wizard** dialogue box will appear (**Step 1 of 3**) – varies by Excel version. Select the **Delimited** radio button under the **Original data type** menu and click **Next** to continue.



Step 6. On the next screen (**Step 2 of 3**), select the **Comma** check box under the **Delimiters** menu (deselect all other checkboxes on that menu) and click **Next**.



Step 7. On the next and last screen (**Step 3 of 3**), on the **Column data format** menu, select the **General** radio button and click **Finish**.



The information will be imported as an Excel spreadsheet:

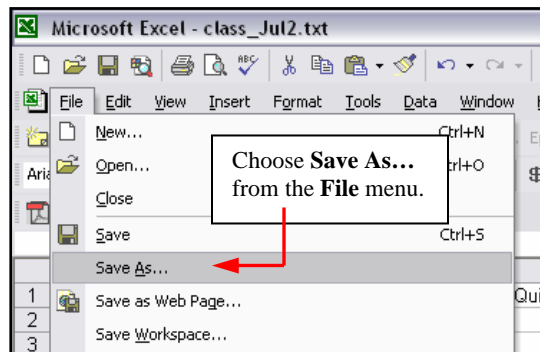
	A1	Last Name				
	A	B	C	D	E	F
1	Last Name	First Name	User ID	SSN	Test1	Quiz 1
2	Dog	Goofy	wcttest2		13	
3	Dog	Pluto	wcttest3		12	
4	Downing	Linda	zz_downing		13	
5	Duck	Daisy	wcttest6			
6	Duck	Donald	wcttest1			
7	Kay	Matthew	zz_mkay			
8	Mouse	Mickey	wcttest5			

Editing Your Grade Book File in Excel

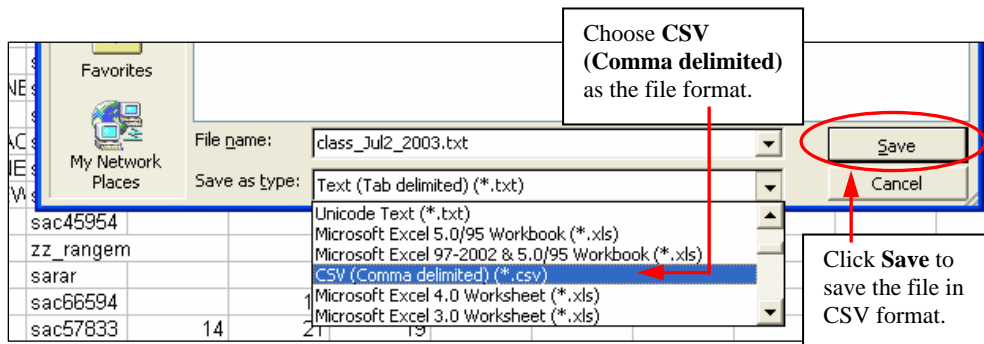
Within Excel, you may edit the cells and add new columns. However, cells (and/or columns) edited in Excel that are associated with WebCT **Quizzes** or **WebCT Assignments** (through the **Drop-box**) will not affect (or update) those columns belonging to the **Grade Book** contained within WebCT. In short, WebCT **Quiz** and **Assignment** column cannot be edited in Excel; they must be edited directly in WebCT.

To save any changes you have made to your **Grade Book** file (in Excel), follow these steps:

Step 1. From the Excel **File** menu, click **Save As...** to save the changes.

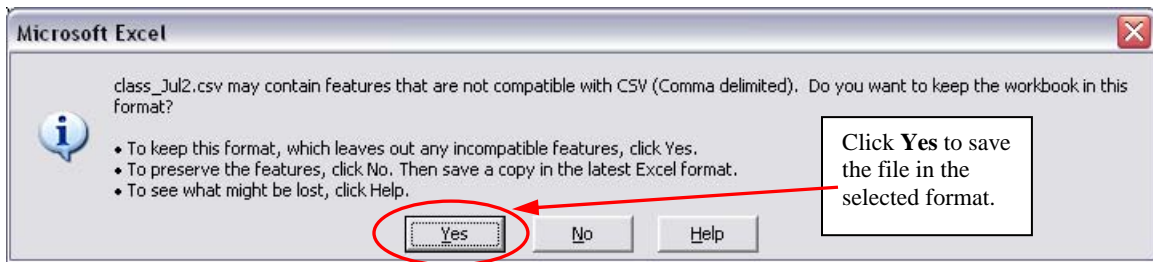


Step 2. From the **Save As** dialog box, select **CSV (comma delimited) (*.csv)** in the **Save as Type** drop-down box.



Step 3. Click **Save**. Click **Yes** if asked to replace the existing file.

Step 4. A dialog box will appear asking if you would like to keep the spreadsheet in this format. Click **Yes**.



Step 5. Exit out of Excel. Click **No** if asked to save the file.

Uploading a Grade Book File (Spreadsheet) into WebCT

At this point, you have probably made changes to your **Grade Book** spreadsheet file and are ready to upload the information into the WebCT Grade Book.

Step 1. Click the **Teach** tab and click the **Grade Book** button in the menu bar.

Step 2. Click **Import from Spreadsheet**.

Step 3. From the **Import File** screen, click **Browse** and locate the spreadsheet file that you created in the previous steps (the file will have the extension .csv).

Step 4. After you locate the file, click **Save** or **Open** – depends on your operating system.

Step 5. In the Separator field, select **Comma** and leave the **Select Character Set** as Unicode (UTF-8).

Step 6. Click **Upload** and the following screen will appear.

Import File

Match the columns in the file with the columns in the Grade Book. Select "Do not import" for any columns you do not wish to import. The User Name column is a required column for the purpose of this import.

Import Column	Match	Grade Book Column	Data Preview
User ID	✓	User ID	wctest1,wctest6,[blank]...
Last Name	!	- Do not import -	Duck,Duck,[blank]...
First Name	!	- Do not import -	Donald,Daisy,[blank]...
Role	!	- Do not import -	Student,Student,[blank]...
Module 1 Gamma	✓	Module 1 Gamma	[blank],[blank],[blank]...
Module 2 Centari	✓	Module 2 Centari	[blank],[blank],[blank]...
Module 3	✓	Module 3	[blank],[blank],[blank]...
Quiz 1 Beta	✓	Quiz 1 Beta	[blank],[blank],[blank]...
HW #1	✓	HW #1	[blank],[blank],[blank]...

Comment:

If the column is not matched, this icon will appear.

Verify that the import column matches the correct column here. If it doesn't match you may choose **Add as New Column** or select **Do Not Import**

Step 7. Carefully review the data and when you are satisfied, click **Import**.