

Using Excel and WebCT for Student Grades

Downloading the WebCT Gradebook to a common-delimited text file

Cautions: a) If at the time of download, the User ID column is hidden it will not download and because WebCT requires the User ID column when re-uploading any changes you make cannot be re-uploaded; b) you must view all students when downloading student grades (unless you wish to only download a subset).

From the *Control Panel*, click **Manage Course**, and click **Manage Students**. The *Manage Students* screen appears.

1. Under *Actions*, from the **Options:Records** drop-down list, select **Download** and click **Go**. The *Download Student Records* screen appears.
2. Select comma as your *Record separator* from the drop-down list and click **Download**. Your computer's file download screen appears, prompting you to save the file on your computer.
3. Save the file to a folder on your computer, and remember the location of that folder. When you name the file, add the extension ".csv" (no quotes) to the end of the file name to indicate that this is a comma-delimited file. Be sure not to use any spaces in the file name.

Opening the comma-delimited text file in Excel

1. In Excel, select the File/Open.
2. Go to the folder where you saved the file.
3. Next to Files of type, select All Files.
4. Double-click the file.

Suggestions for Working in Excel

1. Do not add any blank rows or fancy formatting to your spreadsheet if you plan to send the data back to WebCT. This could interfere with the integrity of the data.
2. Do feel free to add new columns to your spreadsheet. Click on a column letter, and choose Insert/Columns. The new column will be inserted to the left of the column you selected.
3. Do resize columns, if you like, for printing purposes. Point to the border between two column letters. When your mouse looks like a double arrow, drag left to make the column smaller or right to make it bigger. This will not affect how the data look in WebCT.
4. Do use formulae to manipulate your data. If you return the data to WebCT, the results of the formulae will display in the gradebook, but the formulae will not update automatically in WebCT.
5. Do create a new column for manipulating data from automatically graded quiz results if you plan to return the data to WebCT. If you try to use the same column where the data were automatically stored, WebCT will not overwrite the automatically graded results. If you create a new column with a new name, WebCT will store the new data.
6. When it is time to save the file, there are two options that may be appropriate. For either option, choose File/Save As. If you plan to send the data back to WebCT right away, save as a comma-delimited text file (.csv). If you plan to do more work in Excel at a later time before uploading the data back to WebCT, save the file as an Excel spreadsheet (.xls). Make sure you note the folder where you have saved the file.

Next, import the text file.

7. From the *Control Panel*, click **Manage Course**. The *Manage Course* screen appears.
8. Click **Manage Students**. The *Manage Students* screen appears.
9. Under *Actions*, from the *Options:Records* drop-down list, select *Add/Import students* and click **Go**. The *Add Students* screen appears.
10. Under *Import from File*:
 - a. Enter the path and filename of the file that you want to Import, or to select the file, click **Browse**. The WebCT Browser appears.
 - b. Upload the file to the *My-Files* folder and click **Add selected**. The *Add Students* screen appears.
11. Under *Import from File*, from the *Separator* drop-down list, select the field separator used in your text file.
12. Click **Import**. One of two *Import Confirmation* screens appear.

If the *Import Confirmation: Field Names Resolved* screen appears:

- a. Compare the fields in your text file with the fields in the student database. **Note:** If the file you uploaded does not contain a *Password* field, you will be prompted to choose a field as the initial password for the new user records.
- b. If the table is incorrect, return to the *Add Students* screen by clicking **Cancel**.
- c. If the table is correct, click **Continue**. The *Import Confirmation: Final Confirmation* screen appears displaying the new user records that will be added to the database. **Note:** If you are importing student records to a cross-listed course, select the course from the *Add Student to Course* drop-down list.
- d. Verify that the information in the *Update Records* section is correct.
- e. Click **Continue**. The *Manage Students* screen appears and the student records and/or data are added.

If the *Import Confirmation: New Column Resolution* screen appears, your file contains fields that do not appear in the student database. To resolve the fields:

- a. For each new field in your file, do one of the following:
 - * Use an existing column in the database for the data in that field.
 - * Create a column in the database for the data in that field.
 - * Ignore the field in the file. **Note:** You cannot choose to ignore the *User ID* field as it is a required field in the database.
- b. Click **Continue**. After you have resolved all new fields, the *Import Confirmation: Field Names Resolved* screen appears. **Note:** If the file you uploaded does not contain a *Password* field, you will be prompted to choose a field as the initial password for the new use records.
- c. Compare the fields in your text file with the fields in the student database.
 - * If the table is incorrect, return to the *Add Students* screen by clicking **Cancel**.
 - * If the table is correct, click **Continue**. The *Import Confirmation: Final Confirmation* screen appears.
 - i. Under *New Fields*, select the column type for each new field.
 - ii. Review the new user records that will be added to the student database.
 - iii. Click **Continue**. The *Manage Students* screen appears and the student records and/or data are added to the database.