



Download and Upload WebCT Grade Book to Excel

The downloading and uploading data to Excel is a feature from the grade book tool in WebCT.

WebCT Complete Instructor Manual

In-depth instruction for all of the key chat functions can be found online at: <http://ctl.mc.maricopa.edu>, click on WebCT 6.0 link at the left. The manual is over 800 pages long, so printing only the sections you need is recommended. Also, the manual in online form can be accessed from within WebCT from any of the links to Help.

Download WebCT Data/Gradebook to Excel

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It is a good idea to download your student grade data at the end of each term to use as an archive. This should be done separately from a full course backup. *You can export all column information except formulas for calculated columns.* To export all members data, the steps are as follows:

- 1) With the Teach tab selected, access the Grade Book. Click on the Export to Spreadsheet button at the bottom of the Grade Book.
- 2) Click in the radio button to export to all members.
- 3) Click in the appropriate radio button to export visible columns only or all columns.
- 4) Choose the type of record separator you would like to use (Comma or Tab). If unsure, use Tab.

Select Export Format:

Select the keyboard element you want to use to separate member data in the exported file.

- Comma-delimited
 Tab-delimited

- 5) Choose the type of character set you would like to use. If unsure, use UTF-8.
- 6) Click on the Export button.

As noted above, downloaded data will not preserve formulas that were entered into WebCT. If you want to use the computing capabilities of Excel, you will need to reinsert your formulas.

Upload Data to WebCT Grade book from Excel

You can upload data from a text file directly into the WebCT grade book. You can use these steps for a brand new grade book to create your columns or for an existing grade book to add new columns or update student scores.

Note 1: All new columns created during import are created as text columns. If you want columns to be alphanumeric, calculated, letter grade, numeric, or selection list, you must create them first in the Grade Book. During import, you can match the Grade Book columns you created to the columns in your imported file.



Note 2: Formulas will not be preserved, just raw data.

Steps	Comments or Notes
Step 1: Create your text file	<ul style="list-style-type: none">• Open Microsoft Excel or other spreadsheet program• Format your text file including information according to the following rules:<ul style="list-style-type: none">○ First row must contain column names (Ex: Last Name, First Name, User ID, Role)○ Successive lines contain data (Ex: Clinton, George, gclinton)○ One record per line○ User ID column must be included○ Save as type .txt (Tab delimited is recommended)
Step 2: Upload the file	<ul style="list-style-type: none">• From the Teach tab in the Grade book, click the Import from Spreadsheet button (top of grade book).• The Import File screen will appear.<ul style="list-style-type: none">○ Click Browse to select file you want to upload.○ From the Separator drop-down menu, choose Tab Separator (goes along with Tab delimited above).○ Leave the Select Character Set as default○ Click Upload.
Step 3: Identify Columns	<ul style="list-style-type: none">• The Import File screen updates to display the following:• Under Import Column, the field names from your text file are displayed. For each column indicated, select to:<ul style="list-style-type: none">○ Use an existing name for the field○ Create a new column for the field○ Ignore the field○ Continue through all columns• Under Match, a check mark appears for those fields that could be matched to existing Grade Book data columns.• Under Grade Book Column, for matched fields, the data column is displayed.• Under Data Preview, the various user values for that field are displayed.
Step 4: Match User ID	<ul style="list-style-type: none">• In the row that represents the user name field in your file, from the drop-down list under Grade Book Column, select User ID.• Remember that Numeric types can be used in WebCT calculated formulas
Step 5: Check accuracy - click Import	<ul style="list-style-type: none">• Verify the remaining fields from your text file are matched to data columns. If necessary, under Grade Book Column, from the drop-down menu, do one of the following:<ul style="list-style-type: none">○ To select a data column to which to import the data, select the column.○ To create a new data column for the data select Add as a new column.○ If the data is not important and you do not wish to import it, select Do not Import.○ Click Import.