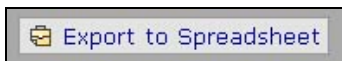




### Download WebCT Data/Grade Book to Excel

It is recommended that you 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.* If you want to print out your gradebook, this is a good method to use as well.

- 1) With the **Teach** tab selected, access the **Grade Book**. Click on the **Export to Spreadsheet** button at the bottom of the Grade Book.



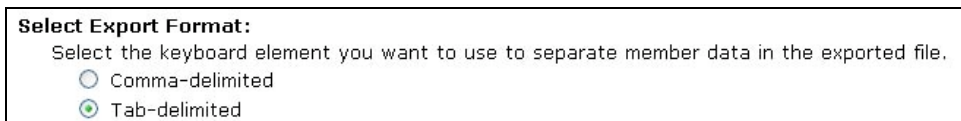
- 2) Click in the radio button to export to all members.



- 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.



- 5) Choose the type of **character set** you would like to use. If unsure, use UTF-8.
- 6) Click on the **Export** button.
- 7) Excel should open with your grade book.

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.