

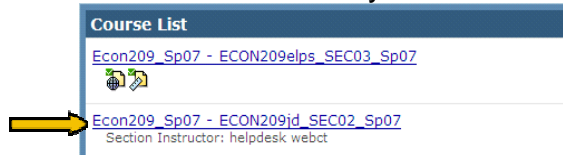


Objective – This document provides the necessary steps to upload Student grades from a Spreadsheet Application to your WebCT6 Course. There are three important procedures to successfully accomplish this task.

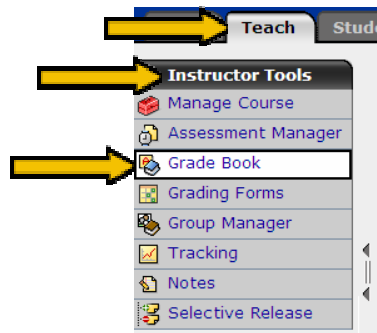
Procedure –

I. Obtaining a CSV file for use in Excel

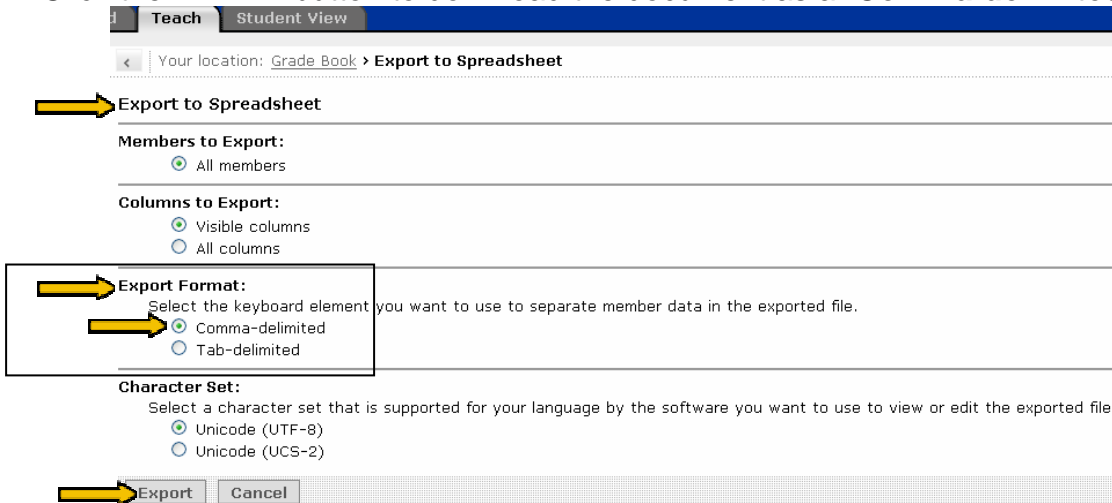
- Log into WebCT.
- From the “**Course List**” click on the title for your course section.



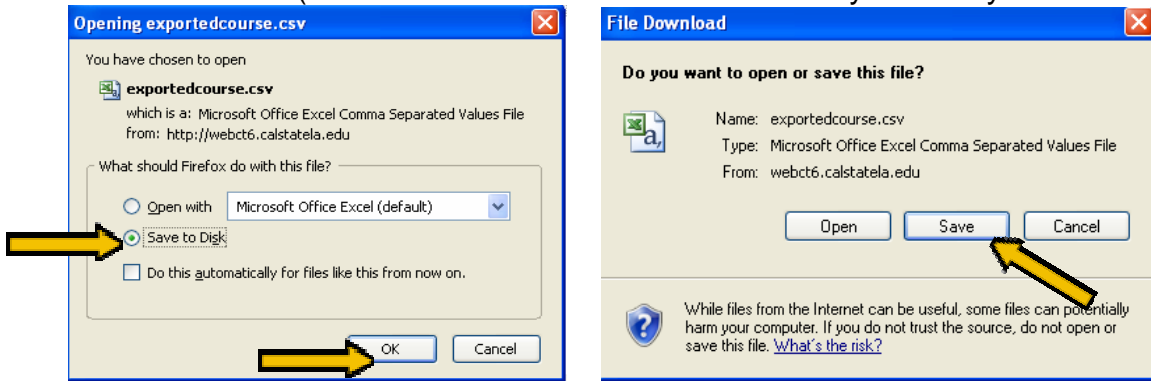
- From the “**Teach**” tab, under the “**Instructor Tools**” menu, click on the “**Grade Book**” link.




- From the “**Grade Book**” screen, on the **bottom left-hand side of the screen**, click on the **Export to Spreadsheet** button to continue.
- From the “**Export to Spreadsheet**” screen, leave all the **options as default**. Notice the “**Export Format**” will be a “**Comma-delimited**” CSV file.
- Click the **Export** button to download the document as a “**Comma-delimited**” CSV file.



- ❑ Depending on the type of browser you are using, a download window appears, change the option to “**Save to Disk**” and click the “**OK**” button to continue, or click on the “**Save**” button to continue. (**Note:** the CSV file should automatically save to your Desktop).

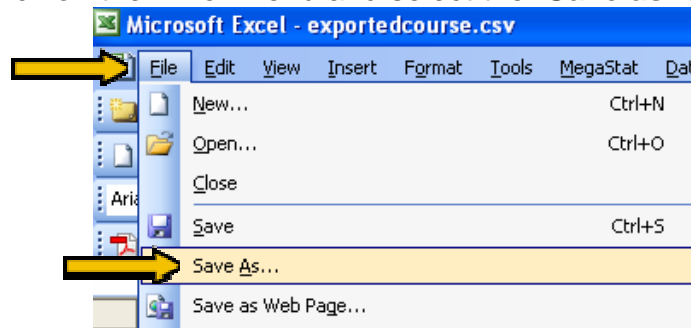


II. Open the CSV file in Excel to Make Your Changes

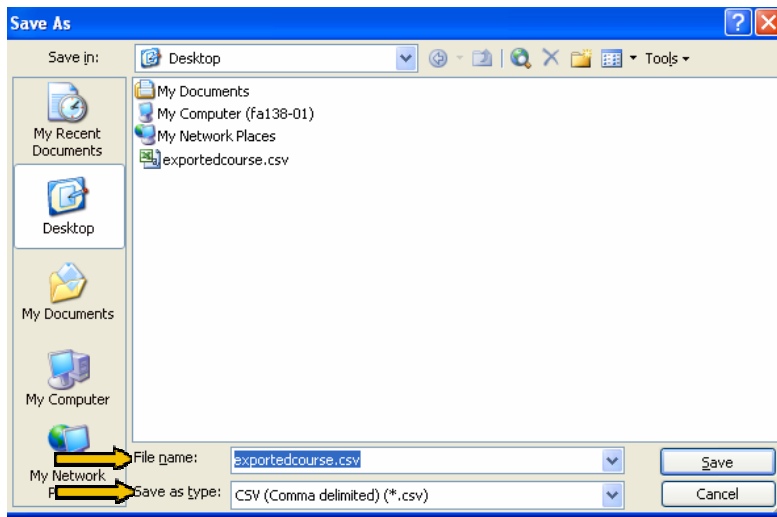
- ❑ The file should be on your Windows Desktop. Double click on the  CSV file icon and it should start the Excel program. (**Note:** Please wait while Excel opens your CSV file).
- ❑ This is the time to make changes to the **exportedcourse.csv** file.
- ❑ Do not change the **Last Name**, **First Name**, **User ID** and **Role** columns. You may do the following:
 - ❑ Add new fields (columns)
 - ❑ Add grades to your records (update the student columns for each row)
- ❑ Below is a sample sheet obtained from the **exportedcourse.csv** file.

Last Name	First Name	User ID	Role	Homework	Quiz 1	Quiz 2	Quiz 5	Midterm	Final
student1	Webct1	wctstudent1	Student	10				100	A
student2	Webct2	wctstudent2	Student	5				50	C
student3	Webct3	wctstudent3	Student	6				85	B
student4	Webct4	wctstudent4	Student	8				69	C
student5	Webct5	wctstudent5	Student	9				74	C

- ❑ From Excel, Click on the “**File**” menu and select the “**Save as**” option.




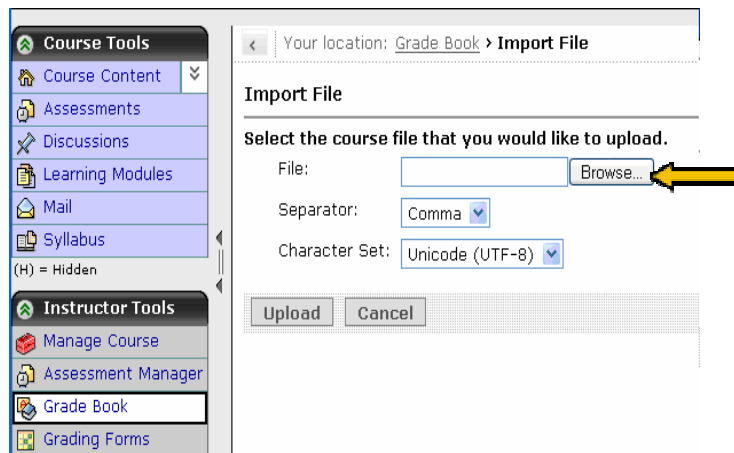
- ❑ From the “**Save As**” dialog box, keep the file name the same and make sure the “**Save as type**” is “**CSV (Comma delimited) (*.csv)**” and then click the “**Save**” button.



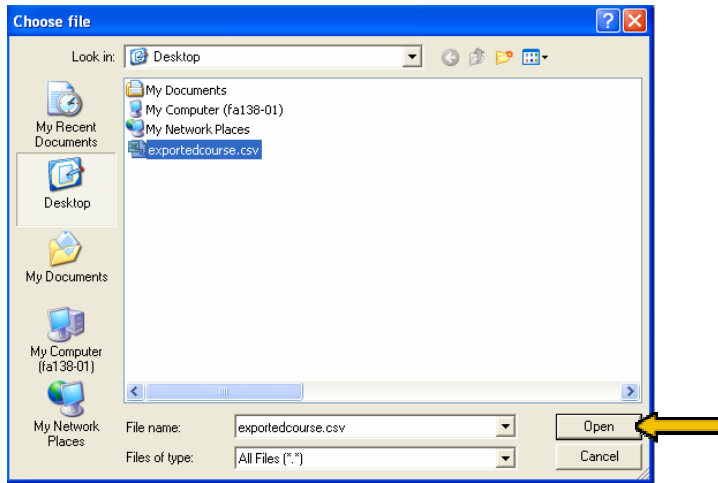
Once all the information in the CSV file is up-to-date, we will now upload it back into WebCT.

III. Uploading the CSV file into WebCT

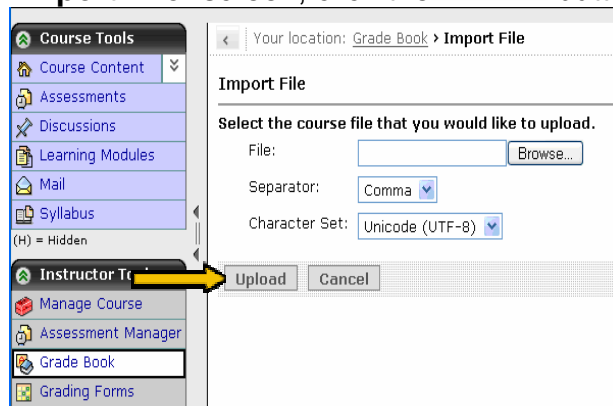
- ❑ Log back into WebCT 6 as the system will usually log you out for inactivity.
- ❑ Once again, go to the “**Teach**” tab, under the “**Instructor Tools**” menu, click on the link for the  **Grade Book** tool.
- ❑ If you don’t need to log in again, and are still on the “**Export to Spreadsheet**” screen, then click the button to return to the “**Grade Book**” screen.
- ❑ From the “**Grade Book**” screen, near the top of the webpage, click on the button to continue with the upload.
- ❑ From the “**Import File**” screen, click the button.



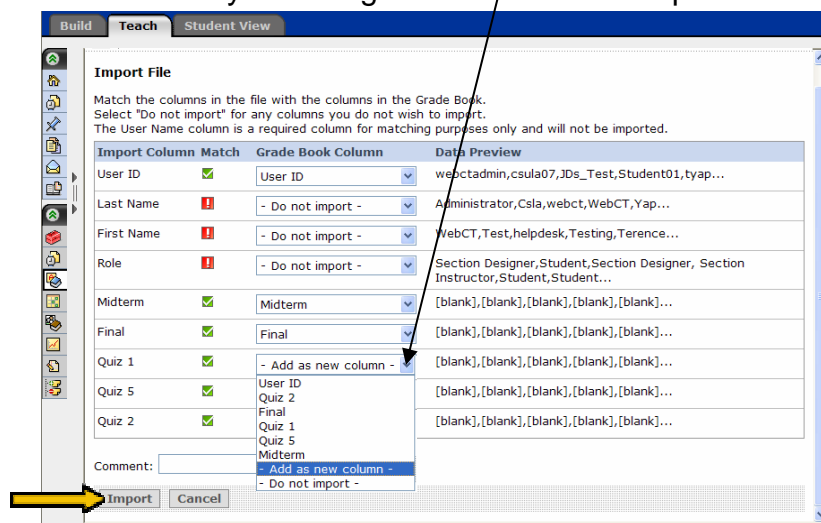
- ❑ A new window will open. From the the “**Choose file**” dialog box. Click on the **exportedcourse.csv** file and then click the “**Open**” button to return to the “**Import File**” screen.



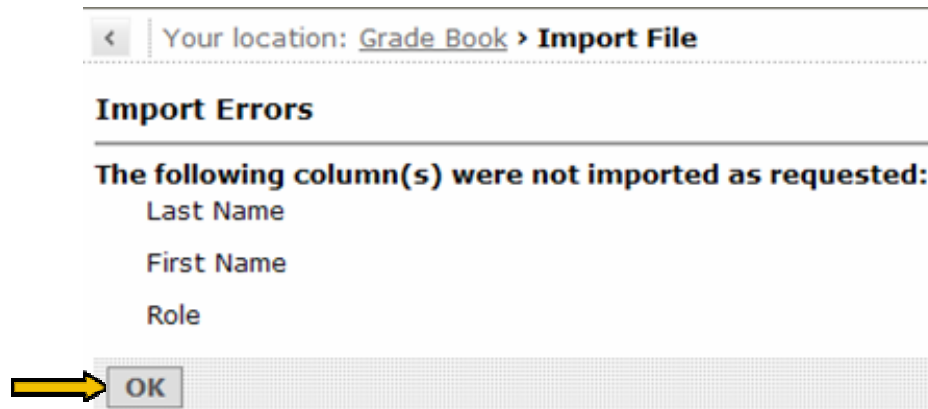
- ❑ From the “**Import File**” screen, click the **Upload** button.



- ❑ Under the “**Import File**” screen, you will see the columns that are to be updated, including all of the new fields to be added to the grade book.
- ❑ From the **Drop Down** menu next to each column, you can decide if the column is to be added as a new column by selecting **- Add as new column -** option from the field list.



- After you click the **Import** button, you will see the “**Import Errors**” screen informing you of any column(s) that did not get imported.
- Click on the **OK** button to continue.



- Your Section’s Grade Book Database will become populated by the records in the **exportedcourse.csv** file.

Original Grade Book

Grades		Members	View All	Custom View	SCORM Grades				
<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Midterm Calculated	Final Calculated	Quiz 1 Quiz (out of 10)	Quiz 5 Quiz	Quiz 10 Quiz
<input type="checkbox"/>	Administrator	WebCT	webctadmin	Section Designer					
<input type="checkbox"/>	Csla	Test	csula07	Student	--	--	--	--	--
<input type="checkbox"/>	Student	Demo	webct_demo_43	Student	--	--	10.00	--	--

Send Mail
 Export to Spreadsheet
 Grant Access
 Deny Access
 Unenroll

(XX) - Indicates a grade that is partial or not complete
 ^XX - Indicates a grade that has been overridden

Populated Grade Book

Grades		Members	View All	Custom View	SCORM Grades				
<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Midterm Calculated	Final Calculated	Quiz 1 Quiz (out of 10)	Quiz 5 Quiz	Quiz 10 Quiz
<input type="checkbox"/>	Administrator	WebCT	webctadmin	Section Designer					
<input type="checkbox"/>	Csla	Test	csula07	Student	^100.00	--	^15.00	^10.00	--
<input type="checkbox"/>	Student	Demo	webct_demo_43	Student	^86.00	--	10.00	^10.0	--

Send Mail
 Export to Spreadsheet
 Grant Access
 Deny Access
 Unenroll

(XX) - Indicates a grade that is partial or not complete
 ^XX - Indicates a grade that has been overridden

- Congratulations, you have successfully updated your Section’s Grade Book Database from the **exportedcourse.csv** file.