

## **WebCT Grades Tool**

Enter the grades tool by clicking on Control Panel, and choose Manage Course.

### **To add a new column:**

Click on Manage Course.

Under the Manage Students category, choose Manage columns.

Choose Add Column.

Label it so you and your students will be able to identify the grade.

Pick an option from the dropdown menu.

The new column will be on the screen to the far right.

### **Add Information to a grade book column**

Click on Manage Students (follow the breadcrumbs).

Cursor to the column you wish to work with

Click on the "blue" text under the column label.

Add your grades/content.

Click on Update.

### **Share the information with the students**

Click on Manage Columns

Click on the box above the column label

Under the Actions box, click on the drop down menu by Release columns, and choose Yes, then click Go.

Release columns determines whether the column is visible to STUDENTS. Hide columns determines whether a column is visible to YOU.

### **To download to Excel**

Click on the heading Manage Students.

Under Options: Records, choose Download, then click Go.

In the record separator box, choose Tab (or at least remember what you chose), then click on Download.

Let it save. On my machine, it saves to the desktop.

Open Excel, and then click on open file.

Since it's not an Excel file, you have to click on the Files of type box, and highlight Text Files. Choose class\_today's-date.txt.

Since it's not an Excel file, a little conversion has to go on. In the first box, click on Next>.

In the second conversion box, since you saved the file with Tabs as the delimiter, you simply need to click on Next > again.

Finally, click on Finish.

Your students and their grades should now be downloaded into an Excel file.

### **Hints/Tips**

Download the grades everytime you make a change to the gradebook. Keep the most recent of those downloaded files as a backup.

You may show messages to the student by using a text box.

You may keep records of conversations with this student in an Unrevealed text box.

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When you finish manipulating the Grade tool, go to the Control Panel and click on Update Student View, just as a precaution.