

Downloading the WebCT Gradebook

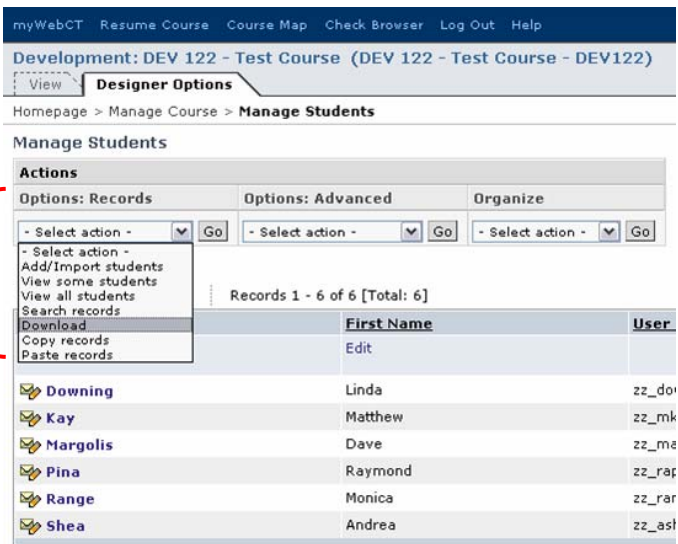
The reason you should download the gradebook is that old WebCT courses will eventually be removed from the system. A downloaded gradebook file can be opened with Excel, which does not require WebCT.

Follow these steps to download the **Gradebook**:

Step 1: Click the **Control Panel** and then click **Manage Course**.

Step 2: From the **Manage Course** screen, click the **Manage Students** heading.

Step 3: Select **Download** from the **Options: Records** menu on the **Manage Students** screen.



The screenshot shows the 'Manage Students' page in a WebCT interface. At the top, there is a navigation bar with links like 'myWebCT', 'Resume Course', 'Course Map', 'Check Browser', 'Log Out', and 'Help'. Below that, the course title 'Development: DEV 122 - Test Course (DEV 122 - Test Course - DEV122)' is displayed. The main content area is titled 'Manage Students' and contains an 'Actions' menu. The 'Options: Records' dropdown is open, showing a list of actions: 'Select action -', 'Add/Import students', 'View some students', 'View all students', 'Search records', 'Download', 'Copy records', and 'Paste records'. The 'Download' option is highlighted. A red box on the left contains the text 'Select Download from the Options: Records menu' with a red line pointing to the 'Download' option in the menu. Below the menu, there is a table with columns 'First Name' and 'User'. The table contains six rows of student data: Downing (Linda, zz_dow), Kay (Matthew, zz_mk), Margolis (Dave, zz_ma), Pina (Raymond, zz_rap), Range (Monica, zz_rar), and Shea (Andrea, zz_ast).

Step 4: Click **Go**.

Step 5: The **Record Separator** textbox default is set to **Comma** (your data columns will be downloaded each separated by a comma).

- a. If you would like your data columns to be separated by a tab, select **Tab** instead of **Comma** using the drop-down menu.



The screenshot shows a dialog box titled 'Download Student Records'. It contains the text 'Select a separator for the fields in the download file.' Below this, there is a label 'Record separator:' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Comma', 'Comma', and 'Tab'. The 'Comma' option is currently selected. At the bottom of the dialog, there are two buttons: 'Download' and 'Cancel'.

- Step 6:** Click **Download**.
- Step 7:** If a **File Download** dialog box appears, click on the **Save** button.
- Step 8:** Choose a folder (directory) on your computer to store the backup.
- Step 9:** Click **Save**.
- Step 10:** When the **Save** function is complete, close the windows that were opened during the process. You should return to the **Course Backup** screen in WebCT.

The downloaded **Gradebook** file can be opened with Excel.



Within WebCT, the instructor can hide columns (HIDDEN = yes/no) from their **own** view. When downloading a **Gradebook** backup, **only** columns **viewable to the instructor** will be downloaded. Columns that are hidden from instructor view will NOT be downloaded!!!