



WebCT

Creating Electronic Grade Books in WebCT 4.1

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Electronic Grade Book

The electronic grade book is a great way to keep track of your students' grades online. This manual will explain how to set up and edit a grade book in WebCT. You will also be able to add a WebCT tool which will allow students to check their grades online. Finally, at completion, you will be able to download your grades, view them in Excel, and upload them from Excel.

First, we will add a column to the electronic grade book by going through Manage Students. One would want to add a column for every individual item that one would use for paper grade book, or when using a program like Excel. We will be using the Advanced options drop down menu to Modify columns, and then add a column. After selecting a name, the type of column to use you will be able to modify the column's attributes and values. If you want to student to be able to see their grade later on you will need to change the "release column" attribute to "yes". One might also want to temporarily hide columns, which can be useful when adding grades to the grade book.

Column Setup

1. Click on Manage Course in the Control Panel.
2. Choose Manage Students. A list of the students who are registered in the class appears. It also shows any Quizzes, Assignments, or grades that have been previously set up in the class.

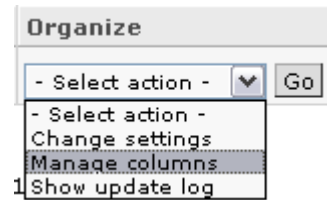
Manage Students

Actions		
Options: Records	Options: Advanced	Organize
- Select action -	- Select action -	- Select action -

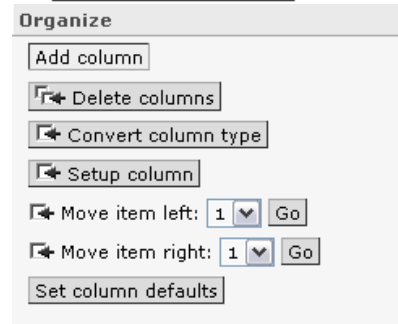
Page: All Records 1 - 17 of 17 [Total: 17]

Last Name	First Name	User ID	Midterm Grade	Final Grade	Chapter 1
Edit	Edit		Edit	Edit	Submissions Graph Out of 10.00
101_01	WebCT	webct101_01 +	---	---	---
101_02	WebCT	webct101_02 +	---	---	---
101_03	WebCT	webct101_03 +	---	---	---
101_04	WebCT	webct101_04 +	---	---	---
101_05	WebCT	webct101_05 +	---	---	---
101_06	WebCT	webct101_06 +	---	---	---
101_07	WebCT	webct101_07 +	---	---	---
101_08	WebCT	webct101_08 +	---	---	---
101_09	WebCT	webct101_09 +	---	---	---
101_10	WebCT	webct101_10 +	---	---	---
101_11	WebCT	webct101_11 +	---	---	---
101_12	WebCT	webct101_12 +	---	---	---
101_13	WebCT	webct101_13 +	---	---	---
101_14	WebCT	webct101_14 +	---	---	---
101_15	WebCT	webct101_15 +	---	---	---
101_30	WebCT	webct101_30 +	---	---	---
McTesterson	Testy	tester +	---	---	---

3. Under the Organize heading, click the pull down menu to select Manage columns. Click Go.



4. To add a column, click Add Column found under the Organize heading on the right side of the screen. You would want to add a column when you are going to add a grade listing for the students to see.



5. Give the Column a title. Use the title which your students will understand. This will be the same title used when students look up their grades in their online grade book. Choose a type. You should almost always use the Numeric type selection. This is the only type of column that can be used later if you desire to set up your grade book to automatically calculate class averages and grades.

Add Column

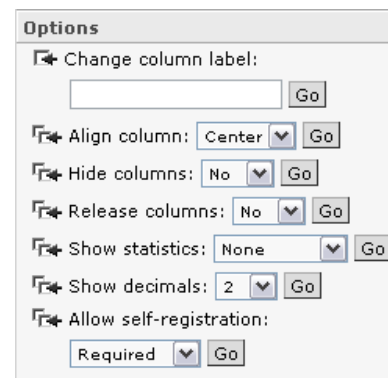
Label:

Type:

- Alphanumeric
- Calculated
- Letter Grade
- Text
- Numeric
- Selection Box

- Alphanumeric- this is any sequence of numbers or letters.
- Calculated- this column is used to calculate other columns.
- Letter Grade- this column is used to convert a value to a letter grade.
- Text- this column can be used to save text information.
- Numeric- this column can be used to store numerical grades. This is the type that is HIGHLY recommended to use.
- Selection Box- this column will be a pull-down menu.

6. You need to modify the column's attributes and values. To modify them, first select the box above the column. Then look at the attributes menu on the right side of the screen (see picture below). Remember, not all attributes can be changed. Select the attribute radio button on the left, select the action on the right, and then select Update. Remember, in order for students to see the information in each column, you must remember to change the attribute, Release Column, to Yes.



Hiding Columns



This feature is good to use when an instructor or TA is entering grades into a column that are far from the student's last name. In order to keep the particular column that you need to input grades close to the student's last name, you can hide columns in order to accomplish this.

Columns

Select <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label	Last Name	First Name	User ID	Midterm Grade	Final Grade	Chapter 1
Type	A*	A*	A*	A	A	Q
Alignment	Left	Left	Left	Left	Left	Right
Hidden	No	No	No	No	No	No
Released	No	No	No	No	No	Yes
Statistics	---	---	---	---	---	None
Decimals	---	---	---	---	---	2
Self-registration	Required	Required	Required*	Not Shown	Not Shown	---

*This column value is not editable.

Legend of column types

A = Alphanumeric	L = Letter Grade	S = Selection Box
C = Calculated	N = Numeric	M = Text
E = Assignment	Q = Quiz	

Actions

indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options

Change column label:

Align column:

Hide columns:

Release columns:

Show statistics:

Show decimals:

Allow self-registration:

Organize

Move item left:

Move item right:

1. From the Manage Students screen, under *Organize* select *Manage Columns*. Then click **Go**.
2. Check the boxes above all the columns that you want to be hidden.
3. Under *Modify Columns*, select *Yes* from the drop down box next to the Hide columns. Click **Go**.
4. To unhide, simply repeat the procedure, this time checking the boxes for the columns to unhide. Select *No* from the drop down box. Click **Update**.

Setting up Calculated Columns



Remember, all columns need to be set to the Numeric Type in order to include in the formula. You need to open the grade book to create a column which will calculate averages. To do that, click on Manage Course.

1. To add a column click on Manage Course and then Manage columns.
2. Click Add column on the right side of the screen.
3. Give it a title such as Grade Percentage.
4. Under the Type, select Calculated. Click Add.
5. To add a formula to this column, select to box above the column and then click on

Set Up column on the right side of the screen.

6. Create your formula with the buttons provided. You may not enter the formula manually using the keyboard. From the Function drop down menu, select Sum and click Start List. Then select each quiz or assignment that you would like to total from the column drop down menu and select Insert. Remember after you insert each quiz or assignment, you have to choose Next Item and when you are finished inserting all the grades, click on End List.

Calculation Editor: Final Grade

Formula:

$SUM\{[6a Quiz],[6b Quiz],[6c Quiz],[6d Quiz],[6e Quiz],[6f Quiz]\}/30*100$

()	CE	C	Column: 6a Quiz ▼	Insert
7	8	9	/	Function: maximum ▼	Start list
4	5	6	*	Next item	End list
1	2	3	-		
0	.	+			

Update
Cancel

7. Finally, you have to use the numeric pad to divide by the total number of possible points of all the scores you picked to total and multiply by 100.
8. When you are finished inserting the formula to total up the grades, click Update and WebCT will bring you back to the list of columns.

Explanation of the buttons provided	
C	Clear Formula
CE	Clear last entry
Insert	Use this to insert the column when one has been selected from the pull down menu on the left to the formula.
Function	Use this to find the minimum, maximum, or sum from several columns.
Start List	This is used to begin displaying the SUM, MAX, or MIN function that you have chosen.
Next Item	Use Next Item after every time you have added a column with the Insert then click Next Item, select the Column from the pull down menu, and click Insert again. To get the next column, the process begins again.
End List	Use this to end your list.
Update	This will accept the formula and use it.
Cancel	This will abort the formula creation.

Converting a numeric grade to a letter grade

After you figure out each student's total grade, you would like to convert it to a letter grade. Here are the steps to figure that out within WebCT:

1. From the Manage Course screen, locate and select **Manage columns** under *Manage Students*.
2. Click **Add column** under *Organize Columns* on the right hand side. Type in the title of the new column and select **Letter Grade** from the drop down menu. Then click **Add**.
3. Scroll over until you see the newly created column and select the box located above the column. Then click **Setup column** under *Organize Columns* on the right hand side.
4. From the *Apply the grading scheme to* drop down menu, select the title of your total column. Then you can change the change the range of each letter grade, add more letters, or delete some of the default letters of WebCT.

Letter Grade Editor: **Grade**

Default options: ...

Apply the grading scheme to: ▼

<input type="checkbox"/>	Lower Limit %	Range %	Letter Grade
<input type="checkbox"/>	93	93 and above	A
<input type="checkbox"/>	90	90 and above, less than 93	A-
<input type="checkbox"/>	87	87 and above, less than 90	B+
<input type="checkbox"/>	83	83 and above, less than 87	B
<input type="checkbox"/>	80	80 and above, less than 83	B-
<input type="checkbox"/>	77	77 and above, less than 80	C+
<input type="checkbox"/>	73	73 and above, less than 77	C
<input type="checkbox"/>	70	70 and above, less than 73	C-
<input type="checkbox"/>	67	67 and above, less than 70	D+
<input type="checkbox"/>	63	63 and above, less than 67	D
<input type="checkbox"/>	60	60 and above, less than 63	D-
<input type="checkbox"/>		less than 60	F(Fail)

5. When you are finished making the changes to the letter grade column, click **Update** and WebCT will bring you back to the list of columns.

The My Grades tool allows students to have access to their grades in WebCT. The course designer can choose to release a column to the students or not thus controlling which grades the student can view.

Adding the My Grades Tool

1. Go to Add Page or Tool.
2. Click My Grades.
3. Enter a title and decide where to put the links.
4. Click Add.



Working with Excel

If you feel more comfortable working with grades within Microsoft's Excel then it is important to know how to Upload and Download grades to and from WebCT. When doing this it helps to be working with a .csv file, as this type of file is compatible with both WebCT and Excel.

Downloading Grades

1. From the Control Panel on the left hand side, choose **Manage Course**.
2. Click **Manage Students**.
3. From the Options: Records drop down list, select **Download** and then click **Go** underneath.
4. Choose a **Record Separator**. For ease of use within excel please choose **Comma**.
5. Click **Download**.
6. Choose **Save to disk** from the dialog box, Click OK.
7. Name your file. You may leave it as <filename>.txt. For ease of use within Excel please name it in the following format: "**<Filename>.csv**"

Once the download is complete you may close WebCT.

Editing the GradeBook within Excel

1. Open Microsoft Excel. Choose **File > Open**.
2. Make sure you point to the directory where you have saved the WebCT GradeBook then select **File Type** to be "All Files".
3. Select the file you saved.
4. The **Text Import Wizard** will start up. Choose *Original Data Type* to be **Delimited**. Select 1 for *Start Import at Row*. Click on Next.
5. Check the box next to **comma** (because we choose comma as the delimited when downloading the GradeBook) Ensure that the box next to **Treat consecutive delimiters as one** is unchecked. Click Next.
6. Click **Finish**.
7. When saving the document use **File > save as** and save it as File Type **.CSV**.



If your original file (downloaded from WebCT) had been named such that it ended with a **.CSV** you should be able to open it with Excel by double-clicking the file. If that does not work please follow the instructions above.

Uploading Grades from Excel

1. From the Control Panel on the left hand side, choose **Manage Course**.
2. Click **Manage Students**.
3. Under **Manage Students**, choose **Import Student Data** from the Options: Records drop-down menu and click **Go**.
4. Under the section **Import from File**, click the **Browse** button.

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5. Click the **Browse** button to locate file on your computer.
 6. Click the **Upload** button once you have selected the file containing grades.
 7. Make sure the option button next to your file is checked and click the **Add selected** button.
 8. Now select **Comma** as the separator and click the **import** button.
 9. You will see a screen showing you the columns in your file and the columns in WebCT (on the right), if you are satisfied that the two match, click on **continue**.

You will see a confirmation screen. Click **continue**, click **import**.