

HOLYOKE

COMMUNITY COLLEGE

WebCT Quick Hits: Set-up and Manage your Grade Roster

WebCT has great course management features, one of which is the Grade Roster. It is easy to set up and manage. You may also selectively release grades to your students.

Adding a New Grade Column

1. From the Manage Students screen, in the dropdown list beneath "Organize", choose *Manage Columns*, and then click *Go*.
2. Under the "Organize" heading, click on *Add Column*.
3. Enter a label for the column; it should not contain any punctuation marks or unusual characters.

Then, using the dropdown box, select *Numeric*. You can click on Help and read about the other column types. Click on *Add* when you are finished.

Modifying Column Attributes

Columns can be customized in many different ways. We are going to configure ours so students can view their grades.

1. Click in the box above the column label that we just created.
2. On the right, go to "Release Columns" and use the dropdown box to choose "Yes". Click on *Go*.
3. Now select the button next to "Show Statistics". Use the dropdown box to select "All" and click *Go*.
4. Finally, select the button next to "Show Decimals", use the dropdown box to select 1 or 2, and then click *Go*.

Add / Modify Grades

1. Return to the Manage students screen to enter some grades:
2. Click *Edit* below the column label in the student listing.
3. Enter the total value for the assignment in the "Out of" box.
4. Enter the grades for each student. Click *Update* to save your changes.

Viewing Column Statistics

You may view the statistics and histograms for Numeric, Quiz and Calculated columns. From the Manage Students screen, click *Graph* located below the column label in the student listing.

Downloading the Student Roster

1. On the Manage Students screen in the dropdown box beneath "Options: Records", choose *Download* and then click *Go*.
2. Choose "Comma" as a field separator from the drop-down box and click *Download*.
3. Choose where you want to save your file. Give it a name that makes sense.

Open the Course Roster File in Excel

1. Open Excel and click on *File* and then *Open*. Open your course roster. Because it is a text file, you will be walked through an “Import Wizard”.
2. Be sure your file is Delimited (*yes*) and you want to begin the import with row *1*. Click on *Next*.
3. In the next screen, you need to identify that the delimiter used is a *comma*. Click on *Next*.
4. The final screen gives you the opportunity to choose the format type of each column. The format type of the User ID column needs to be changed to “Text”.
5. At this point, you or a teaching assistant could add new grades or you could add a column of data that requires you use a sophisticated formula that can only be created in Excel.

Save the Excel File as Comma Delimited for Uploading

Be certain that you have labeled any new columns you added and click on *File* and then *Save As*. From the pull down menu of file types, choose *CSV (Comma Delimited)*. Be certain there are no spaces in the title of your file. Exit Excel.

Upload Student Data into WebCT

1. Return to your WebCT course. Click on *Control Panel*, *Manage Course*, and *Manage Students*.
2. From the dropdown menu under *Options: Records*, choose “Add/Import Students”. Click *Go*.
3. Under “Import from File” click on *Browse*. This will bring you into your *Manage File* area.
4. Click on *Upload* to continue the process. Click *Browse* again and find your file on your own computer. Once found, click on *Upload*.
5. Now select the radio button next to the file and click on *Add Selected* in the lower left corner of the screen. Your file should now be listed in the Filename box.
6. Be sure that *comma* is chosen as the field separator and click on *Import*.
7. If you have added a new column to your roster, WebCT will recognize it as new and ask you how you want to deal with it. Next to Select: choose *Create New* and click on *Continue*.
8. A table will be presented that compares the columns in your current roster with the columns in the file you are uploading. Click on *Continue* if it is correct.
9. At this point, you must indicate what type of column you are adding (if you have done this). If you have added numeric values in your new column, be certain to choose *Numeric*. If you have any text at all, choose *Alphanumeric*.
10. Click on *Continue* when you are satisfied that the data is correct. Depending on the number of student records, this step could take some time.

Releasing Grades to your Students

1. WebCT’s *myGrade* tool may be used to allow students to view their grades. They will be able to view only their grades.
2. When you add a new column, the default parameters are NOT to reveal to students and NOT to show any statistics. Therefore, it is important that you adjust these parameters accordingly! This is true for quiz and assignment columns as well.
3. If you plan to use the Calculated Column to calculate your final grade, then you must be sure that you choose NUMERIC for the column type that you enter grades into. WebCT cannot make calculations on Alphanumeric or Text columns.

Holyoke Community College
303 Homestead Ave
Holyoke, MA 01040
413.552.2124 or dlhelp@hcc.mass.edu.

