

## Copying the Track Student Portion of your WebCT Course.

This function should be done at the end of each semester for each course. Should Administration have a question of the last “attendance” date for a particular student, it can easily be supplied in a timely manner without reloading the entire course.

### Directions:

- Go to your course in WebCT
- Control Panel
- Under the Manage Course column, click Track Students
- When the “track” info appears, under the “Actions” menu, choose view all students
- Put your cursor in front of “Personal Information” (it will be in the box or table), click and hold down the left mouse button and copy all the info by dragging down and to the right.
- After highlighting all the text in the (box/table), right mouse click in the table anywhere and select copy.
- Open WORD to an empty document
- Place your cursor at the beginning and right click
- Choose paste
- It will be easier to read if you change the paper format to Landscape
- Save the file as your course number, semester, and year...i.e. -- CS1171\_F\_06.doc
- Do the same to save your gradebook. Instruction can be found on our website under Faculty Resources.

WebCT Staff