

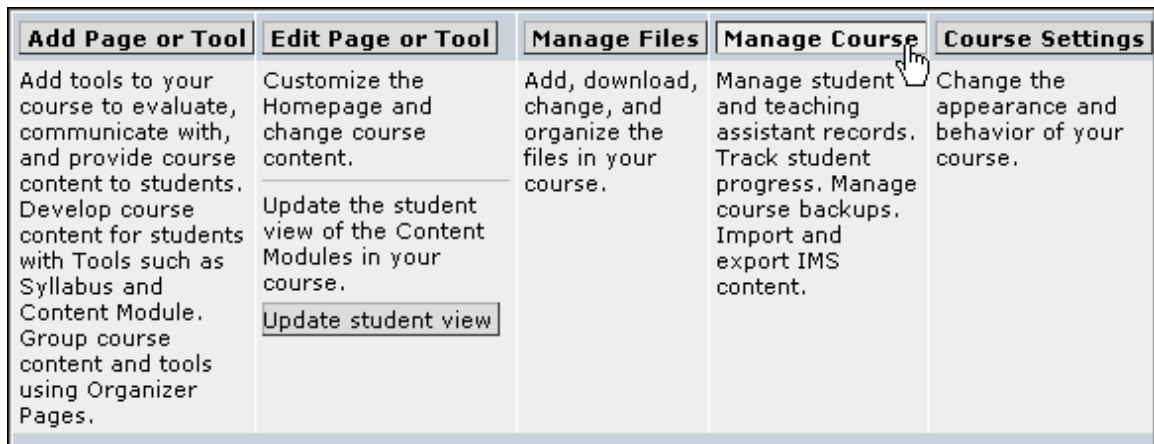
# Exporting Gradebook:

## *In Your WebCT Course*

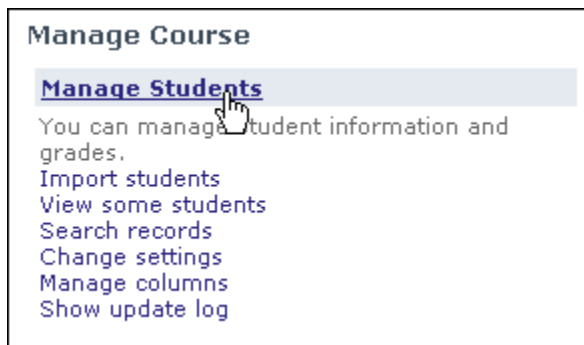
1. To download your course grade book, open your course and click on the **Control Panel** button in the upper left of the screen.



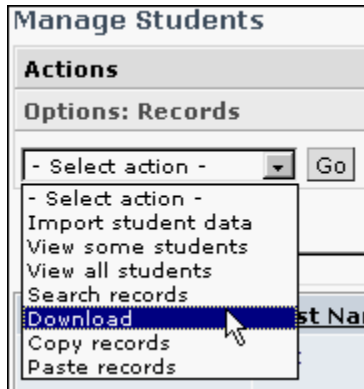
2. In the Control Panel, click on **Manage Course**.



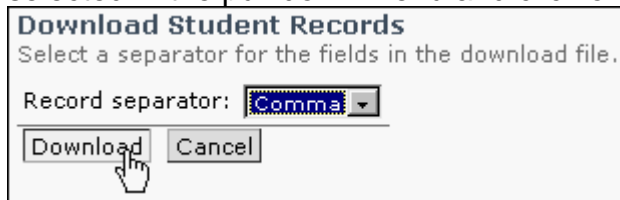
3. When the Manage Course dialog box opens, click in Manage Students.



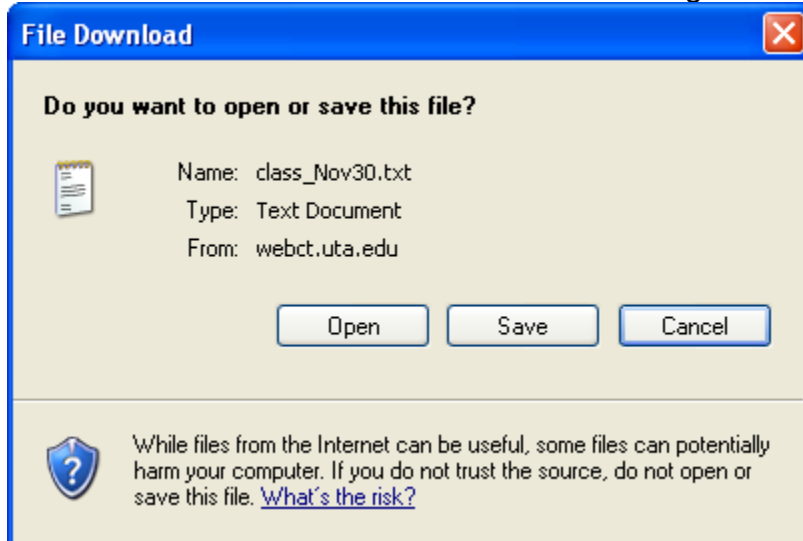
- In the Manage Students dialog box locate **Options:Records** and select Download from the options pull down menu. Once selected click on the Go button.



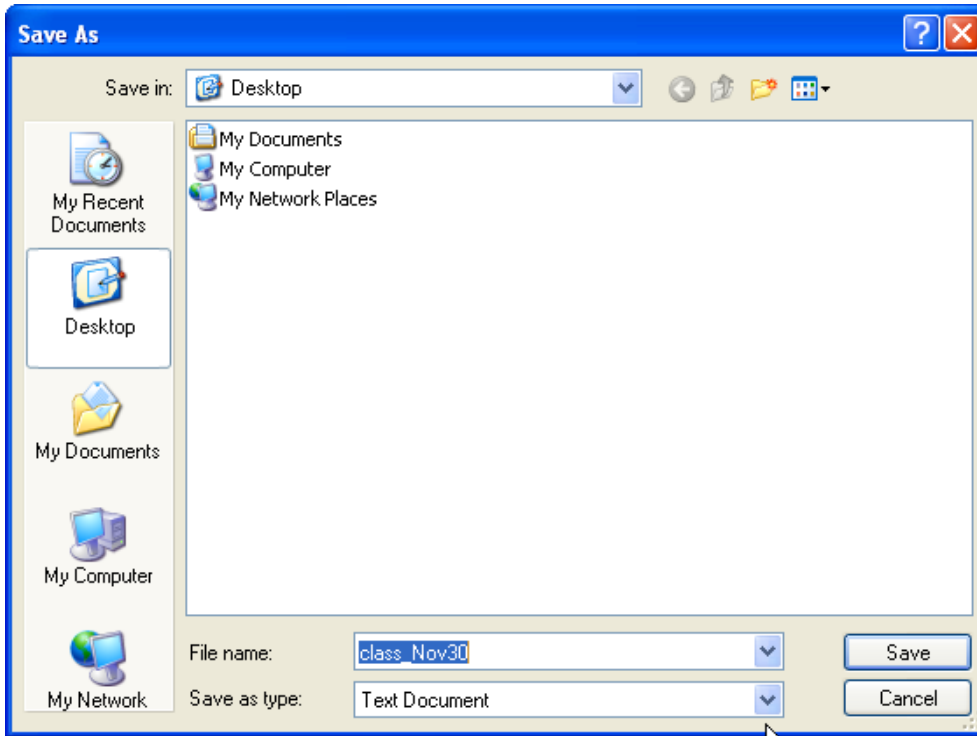
- The Download Student Records dialog box appears. Confirm the Comma is selected in the pull down menu and click on the Download button.



- Click the Save button in the File Download dialog box.

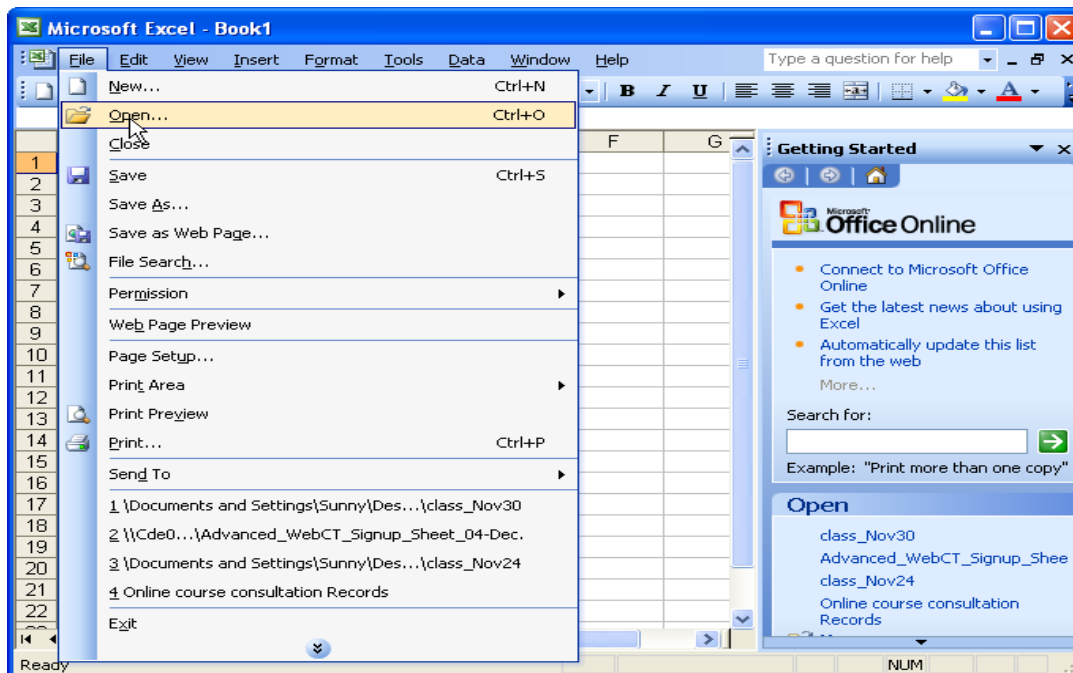


- Save the file in a location where you will be able to find it easily. Do not change the name or file type. This needs to be saved as a text file.

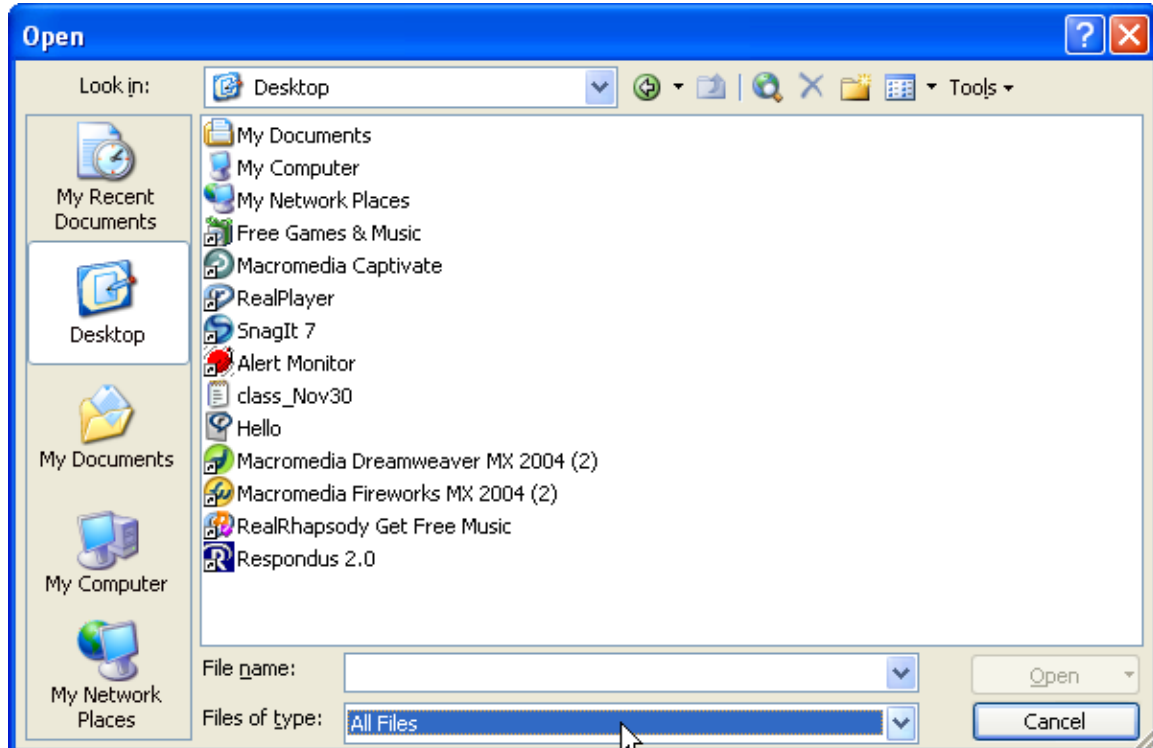


## In Excel

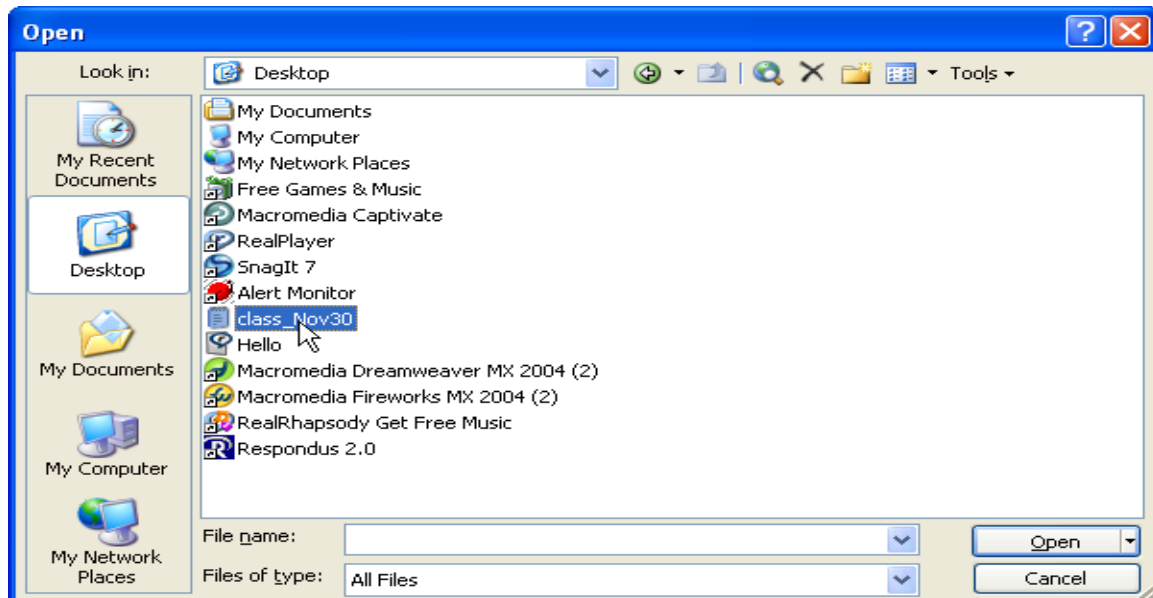
1. Open Excel.
2. In Excel, choose File from the menu then Open.



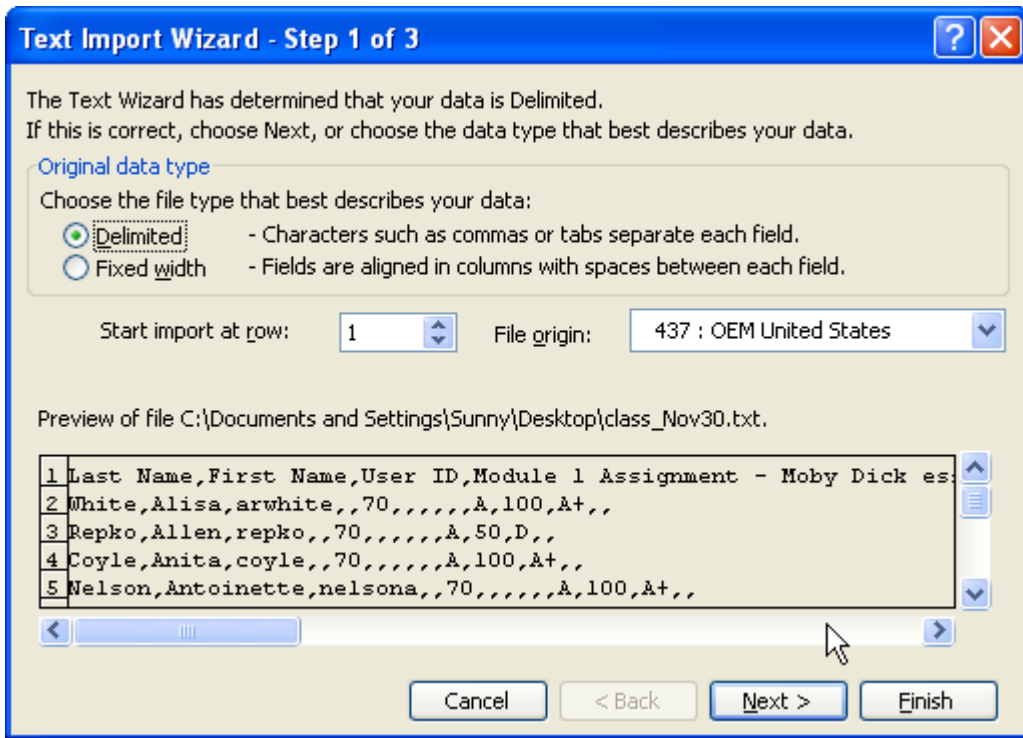
3. Set the **Files of Type** in the Excel Open dialog window to search for all files.



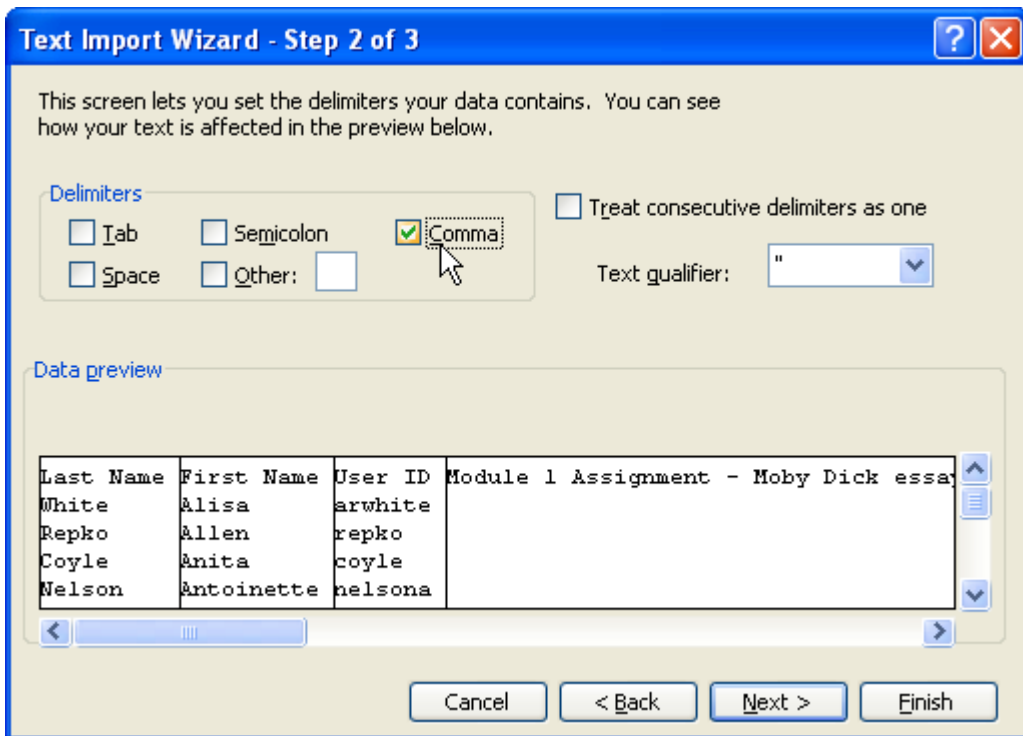
4. Locate the file saved in Step 5 above on the Desktop, highlight it, and then click Open.



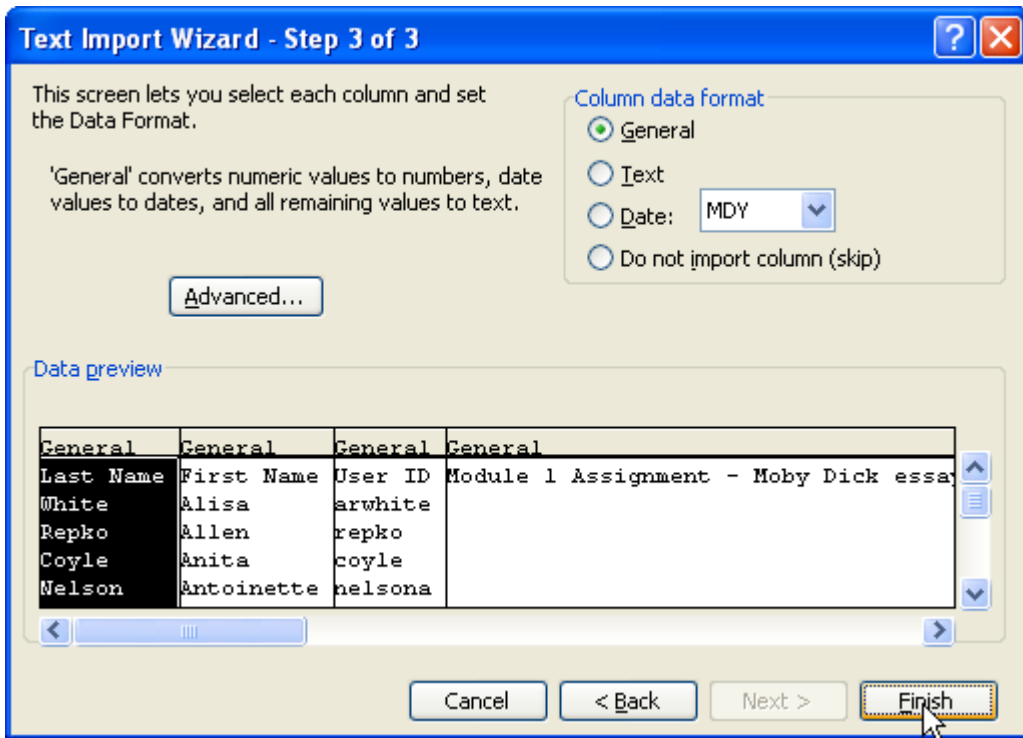
5. The Text Import Wizard displays Step 1 of 3.
6. Make sure the Delimited radio button is checked. Click Next to continue.



- In the second screen of the Text Import Wizard, put a check mark in the box marked Comma. Click Next.



- In the third Text Import Wizard screen, the Column data format box should have the radio button selected next to General by default. Click Finish.



9. The information will be imported into an Excel spreadsheet.

