



TO DOWNLOAD GRADES FROM WEB CT AND UPLOAD INTO EXCEL

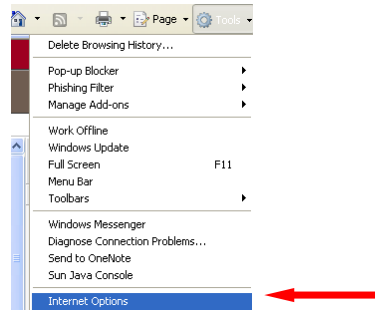
Note: This is useful to create:

1. Weekly sign in sheet from Web CT rolls
2. Creating a daily roll
3. Keeping documentation every time you add grades
4. Creating a place to keep handwritten documentation of grade updates or changes

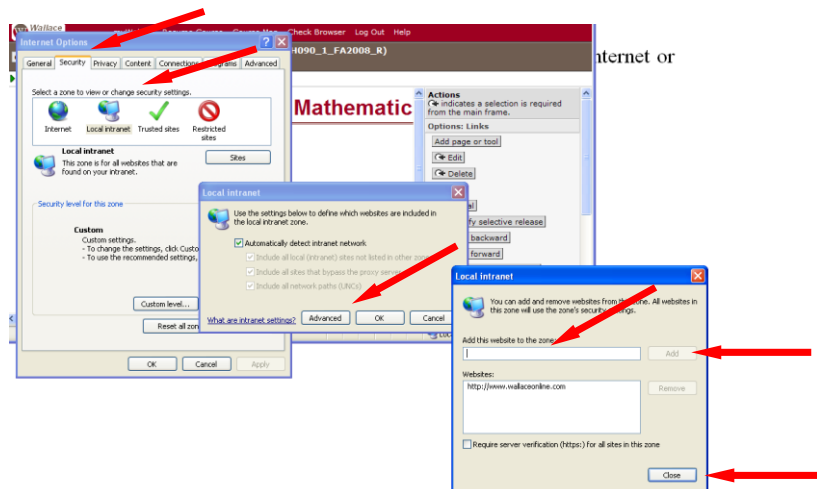
I. TO DOWNLOAD GRADES

Note: You may want to add <http://www.wallaceonline.com> to your trusted internet or intranet sites at this point.

1. Click <Tools>
2. Click <Internet Options>



3. Click <Security> tab
4. Choose
 - a. <Local Intranet> if on campus.
 - b. <Trusted Sites> if elsewhere
5. If Local, click <advanced>
6. For either, type <http://www.wallaceonline.com> in the add this website line
7. Click <Add>
8. Click <Close>



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How To Download The Student Table

This page will tell you how to download the student table.

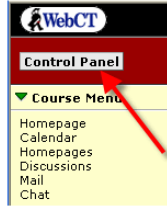
STEP 1:

First step is to login to WebCT then you want to enter the class that you want to work with.

Building Tip Sheets (CC_Tip_Sheets)
 Instructor: Ahneysya Jackson
 My Role: Designer

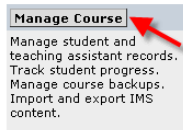
STEP 2:

Then click "Control Panel."



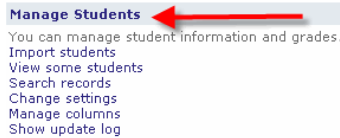
STEP 3:

Now click "Manage Course."



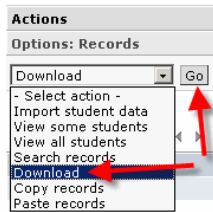
STEP 4:

Click "Manage Students."



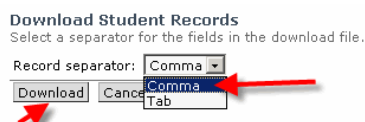
STEP 5:

Under "Actions", from the "Options: Records" drop-down list, select "Download" and click "Go."



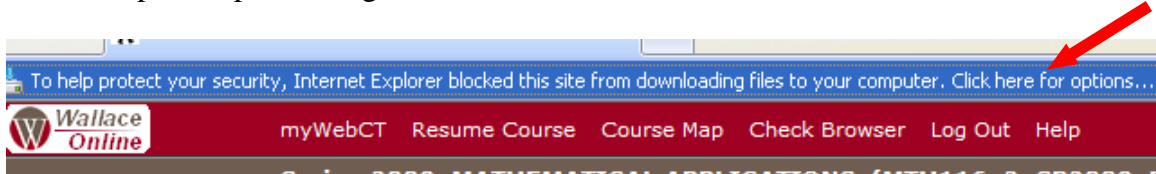
STEP 6:

Then select a "Record Separator" from the drop-down list and click "Download."



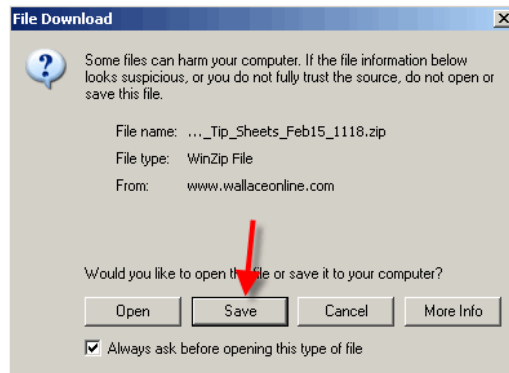
Many times, if www.wallaceonline.com is not added to trusted sites, you will get a download warning at this point,

- Click <click here for options>
- Click<Download File> from drop menu
- It will kick you back to home page of class
- Repeat steps 2 through 6 one time



STEP 7:

Your computer's file download screen appears, prompting you to save the file on your computer. Click "Save." The student table has now been downloaded.



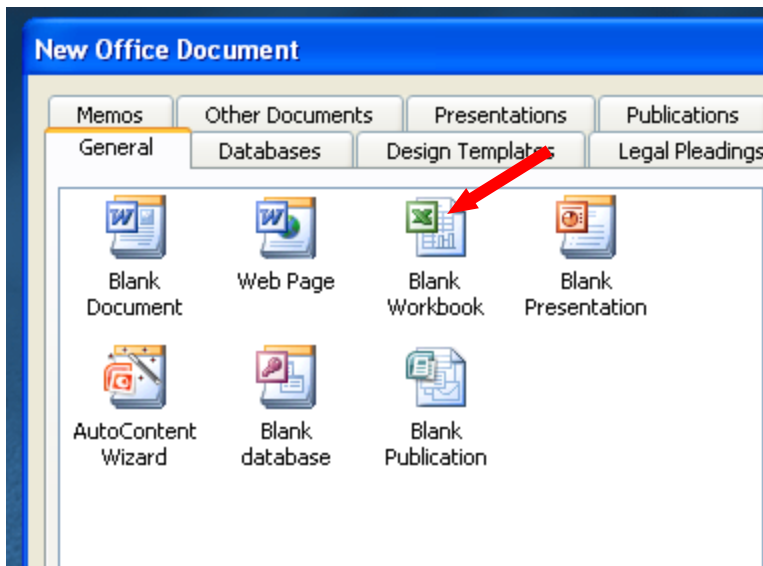
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II. TO UPLOAD TO EXCEL

STEP 1

Open blank Excel workbook page

After clicking <START>, and <NEW OFFICE DOCUMENT> from menu, choose <BLANK WORKBOOK>

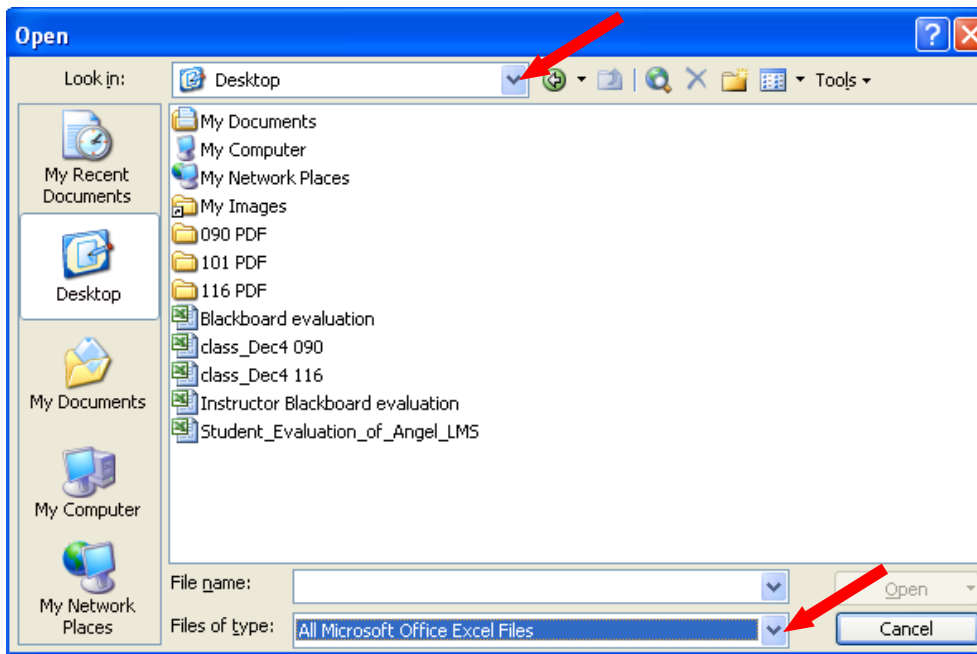


STEP 2

Load the text file into Excel

Click <File> and <Open> from drop menu.

- Choose the directory the text file was saved
- Change “Files of type:” from Excel files to Text Files
- Open saved Text file

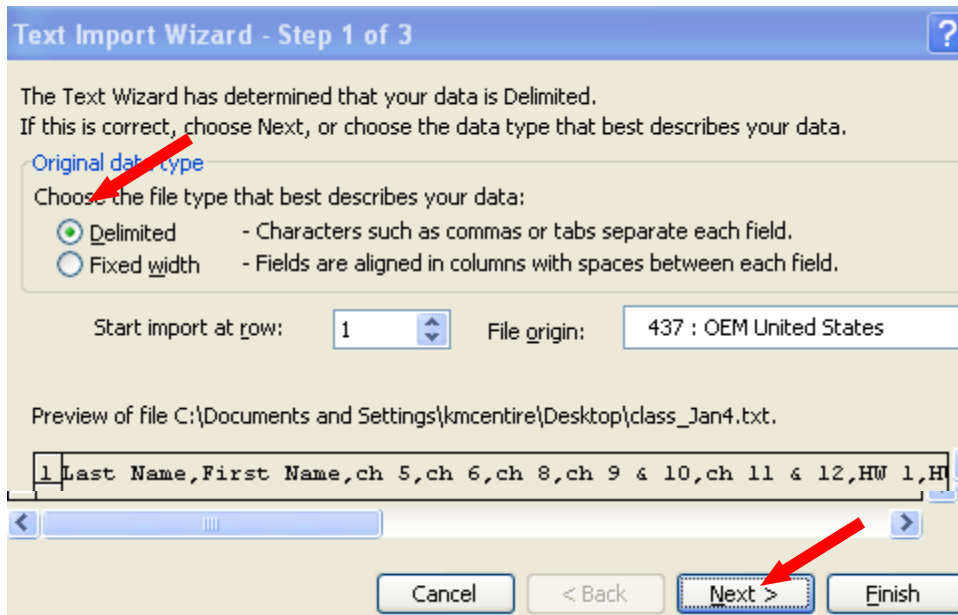


STEP 3

Handle converting comma delimited format to Excel

Excel will pop Text Import Wizard Box

- Choose Delimited
- Click <NEXT>

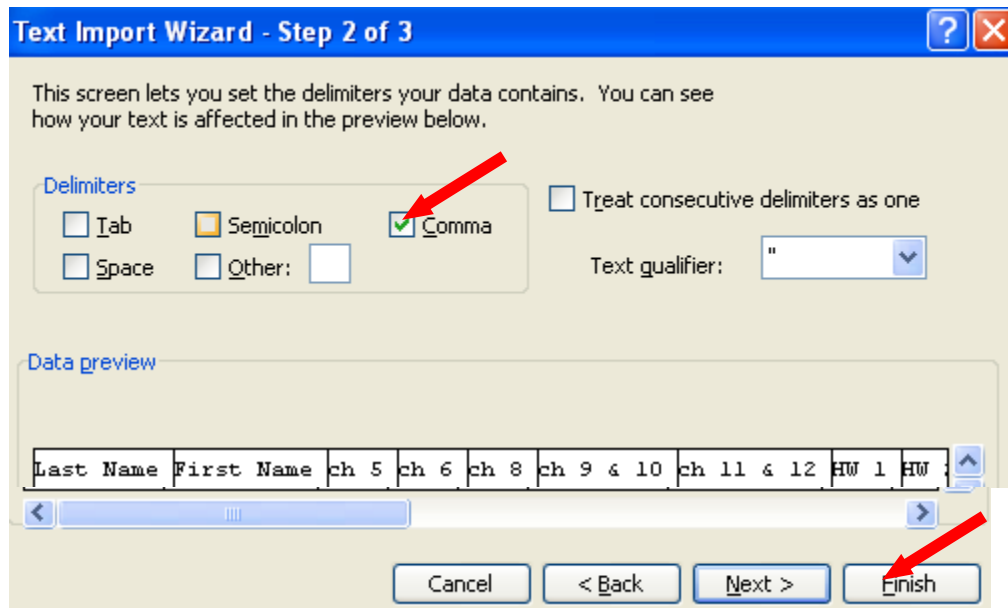


STEP 4

Continue converting


Excel will take you to steps two and three of the Import Wizard

- Choose Comma; this will show your data organized
- Click <FINISH>



STEP 5

Save the document

After manipulating the worksheet as desired, click  to save the document. Screen will pop that asks if you want to keep workbook format. Answer <NO> and follow directions from there.