

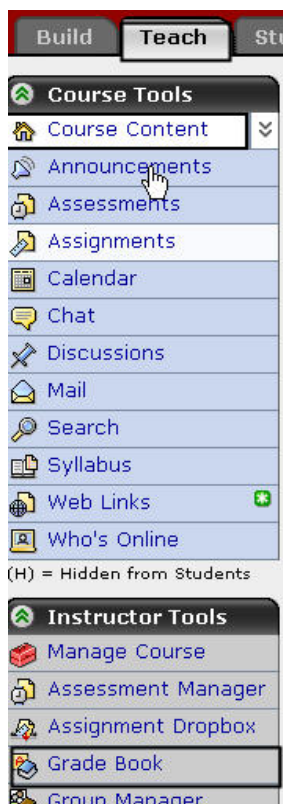
Using Grade Book with Microsoft Excel™

If you want to use Microsoft Excel to manage your Grade Book, you can upload and download your Grade Book to and from Vista.

The first step is to create your Grade Book in Vista. This sets up the structure of your Grade Book so it is easier to upload and download your Grade Book. ITS has several handouts to help you with this task. The handouts include: "How to Use the Vista Grade Book," "Adding Columns to Vista Grade Book," and "Creating the Grade Book in the Course Template" (which allows you to retain your Grade Book from semester to semester).

Exporting from Vista

Once you have your Grade Book set up and your section is created, you can download the Grade Book. To do this, you must first be on the Teach tab and select **Grade Book**.



To download your *Grade Book*, click **Export to Spreadsheet**, which is located below the list of students.



You have several options on what you can export.

Export to Spreadsheet

Members to Export:

All members

Columns to Export:

Visible columns

All columns

Select Export Format:

Select the keyboard element you want

Comma-delimited

Tab-delimited

Select Character Set:

Select a character set that is supported

Unicode (UTF-8)

Unicode (UCS-2)



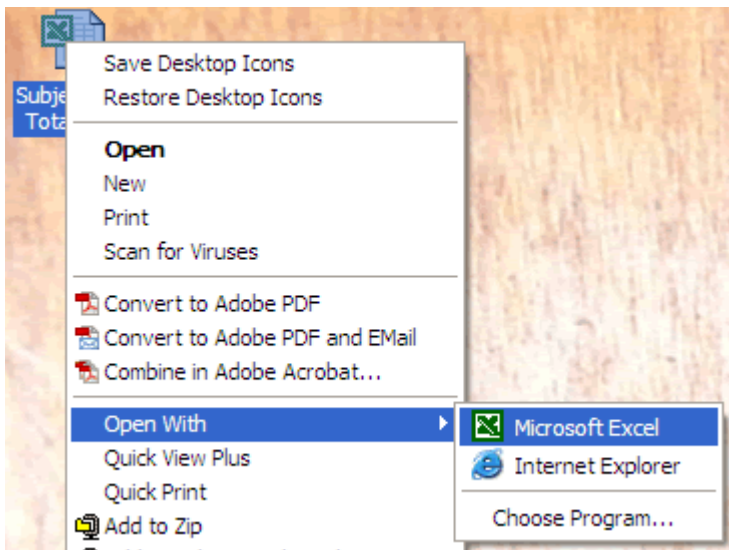
- **All members:** You must export all members.
- **Columns to Export:** You have the option to download only the visible columns in your *Grade Book*, or, if you have hidden columns from your view, you can download them by selecting **All columns**.
- **Select Export Format:** You also have the option to use a comma or tab to separate all the values in a *Grade Book*. It does not matter which one you select, just make sure you remember what you did so you know how to import it later on. A comma-delimited file creates a .csv file and a tab-delimited file creates a .txt file.

- **Select Character Set:** Either of the character sets work with Excel. If you are using a different spreadsheet application, make sure you know which language it supports.

When you have made your selection(s), click **Export**. Vista will ask you if you want to open it or save it. Save it somewhere so you can find it again.

There are several ways to open your downloaded file with Excel.

1. If you are on a PC with Windows, you should be able to right-click the file and select **Open With** and then **Microsoft Excel**, as shown in the following figure.



2. You can also open Excel and drag-and-drop the file into Excel. This will open the file automatically.
3. The third option is to open the file through Excel; by opening Excel, selecting **File** from the menu bar and then **Open**. Browse for the file on your computer. Double-click the file or click once and select **Open**. You will then receive the **Text Import Wizard**, which will walk you through the procedure. Choose **Delimited** when asked if the file is delimited or fixed width and then click **Next**. Depending on if you downloaded the file as tab or comma delimited, choose your delimiter and then click **Next**. The last screen will show you a preview of the

file. If it appears to have the correct formatting, click **Finish**. At any time you can click the **Back** button to redo previous steps.

Once you have downloaded (exported) your file, you can return to your Grade Book by clicking **Back to Grade Book**.

At this point, your Vista Grade Book and your Excel Grade Book should look exactly the same, except that your Vista Grade Book has the Demo Student and the Instructor included as the following two figures show.

A Vista Grade Book

<input type="checkbox"/>	Last Name Alphanumeric ↑	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Midterm Calculated	Final Calculated
<input type="checkbox"/>	Best	Melanie	x.mbest	Section Designer		
<input type="checkbox"/>	Blackburn	Rhonda	x.rblackburn	Section Designer		
<input type="checkbox"/>	Student 7563	Demo	webct_demo_75	Student		--

An Excel Grade Book

	A	B	C	D	E	F
1	Last Name	First Name	User Id	HW 1	HW 2	HW 3
2	Student01	ITS	itsstudent01_			
3	Student02	ITS	itsstudent02_			
4	Student03	ITS	itsstudent03_			
5	Student04	ITS	itsstudent04_			
6	Student05	ITS	itsstudent05_			

*Instructional
TEXAS*

TIP

*The Lone Star State
Design*

It is important to keep a copy of your Vista Grade Book downloaded to a safe place. Make sure that your Grade Book in Excel is the same as the one that is in Vista throughout the semester.

Importing into Vista

You can upload grades into Vista at any point. There are some important steps to do before you upload your spreadsheet.

1. Enter the grades into the correct column in your Excel spreadsheet. For example, add grades to HW 1 column. Make sure you **Save** after the grades are entered.

	A	B	C	D	E	F
1	Last Name	First Name	User Id	HW 1	HW 2	HW 3
2	Student01	ITS	itsstudent01_	97		
3	Student02	ITS	itsstudent02_	89		
4	Student03	ITS	itsstudent03_	76		
5	Student04	ITS	itsstudent04_	91		
6	Student05	ITS	itsstudent05_	82		

2. The only columns you **should** import in this example are the User Id column and the Grade column (HW 1). The User Id column allows Vista to associate the correct grades to the respective students. To do this, you can highlight the columns you do not want. Use the Ctrl key to highlight columns that are not adjacent to each other. Highlight a column by clicking the header (A, B, C). Once you have the columns highlighted, right-click (Control-click if you are on a Mac) and click **Delete**.

	A	B	C	D	E	F
1	Last Name	First Name	User Id	HW 1	HW 2	HW 3
2	Student01	ITS	itsstudent01_	97		
3	Student02	ITS	itsstudent02_	89		
4	Student03	ITS		76		
5	Student04	ITS		91		
6	Student05	ITS		82		
7						
8						
9						
10						
11						
12						
13						
14						

3. Now that your spreadsheet is ready to upload, select **File** and **Save As** and **change the name** so you do not overwrite your original Excel Grade Book. Make sure it is saved as tab or comma delimited so it can be uploaded into Vista.

These three steps should help you prepare your Excel file to import into Vista successfully. The final Excel spreadsheet should look like the following figure.

	A	B
1	User Id	HW 1
2	itsstudent01_	97
3	itsstudent02_	89
4	itsstudent03_	76
5	itsstudent04_	91
6	itsstudent05_	82

To import a spreadsheet into Vista, click **Import from Spreadsheet**.



Browse for the file on your computer, change the Separator menu to **Tab** if you did not use a comma delimited file, change the Character Set if you changed it on download, and click **Upload**.

Import File

Please select the course file that you would like to upload.

File:

Separator:

Select Character Set:

Because you downloaded the *Grade Book* and worked from that spreadsheet, your columns should line up correctly on import. You should get the following screen.

Import File

Match the columns in the file with the columns in the Grade Book.
Select "Do not import" for any columns you do not wish to import.
The User Name column is a required column for matching purposes only and will not be imported.

Import Column	Match	Grade Book Column	Data Preview
User ID	<input checked="" type="checkbox"/>	User ID	x.mbest,x.rblackburn,[blank]...
Midterm	<input checked="" type="checkbox"/>	Midterm	87,98,[blank]...

Comment:


Check that both the **Import Column** and **Grade Book Column** are correct. If they are not correct, you can choose another column from the drop-down menu. You can also import columns that are not already in your *Grade Book*. If you do this, you will need to go to column settings and change the settings for that column so you can see the column and the students can see their grades.

You can also check the information that is being imported by looking under **Data Preview**. This will give you an idea of what is being imported.

When you are satisfied with your import options, click **Import**. If there are any User ID's that are not in the *Grade Book*, Vista will give you a list of those User ID's and grades. You will then see all the imported grades in the *Grade Book*.

<input type="button" value="Create Column"/>	<input type="button" value="Enroll Members"/>	<input type="button" value="Import from Spreadsheet"/>	<input type="button" value="Reorder Columns"/>		
Grades	Members	View All	Custom View	SCORM Grades	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Last Name Alphanumeric	<input checked="" type="checkbox"/> First Name Alphanumeric	<input checked="" type="checkbox"/> User ID Alphanumeric	<input checked="" type="checkbox"/> Role Alphanumeric	<input checked="" type="checkbox"/> Midterm Numeric
<input type="checkbox"/>	<input checked="" type="checkbox"/> Best	Melanie	x.mbest	Section Designer	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Blackburn	Rhonda	x.rblackburn	Section Designer	
<input type="checkbox"/>	<input checked="" type="checkbox"/> Student 756	Demo	webct_demo_75	Student	87.00

Make sure that you include a grade for Demo Student so you can test the grades by selecting **Student View** and then **My Grades** in the toolbar. To add a grade, select the dashes for Demo Student under the column you want.

 Midterm
Numeric
87.00

This will bring up a box for you to enter a grade and save the value.

Edit Value for: Final

Member: Demo Student 756330011

Revert to Original:

Change To:

Comment:

This adds a grade for Demo Student so you can test your entries in the Grade Book.

Don't forget to add **My Grades** to the toolbar from the Build tab.



- Learning Modules**
Organize and present content and activities.
- Local Content**
Allow students to easily access large files.
- Media Library**
Create a glossary or image collection.
- SCORM**
Import SCORM-compliant packages, or move other folders, and learning modules.
- Web Links**
Create links to Internet resources.

Student Tools

- My Files**
Allow students to store their own files.
- My Grades**
Allow students to check their grades.
- My Progress**
Allow students to track their own progress.
- Notes**
Allow students to take notes.

Save

Cancel

If *My Grades* is not added, the students will not be able to view their grades. When there is a new grade, the students will see a green check mark next to *My Grades* in the toolbar.



When students select this link, they will see their grades.

Your location: **My Grades**

June 7, 2006

Student: Demo Student 756330011 (webct_demo_756330011)

Course: VCC- Blackburn

Section: VCC Section 4

Section Instructor: Melanie Best , Rhonda Blackburn

Midterm:

Final:

PP Best Practices:

Attendance 01-20:

Exam Average:

Exam Avg Grade: N/A

Exam 1: 87.00 (out of 100.00)

Comments: Great Job!

Additional Information:

(XX) - Indicates a grade that is partial or not complete

This is what you will see from Student View.