

Exporting Grades

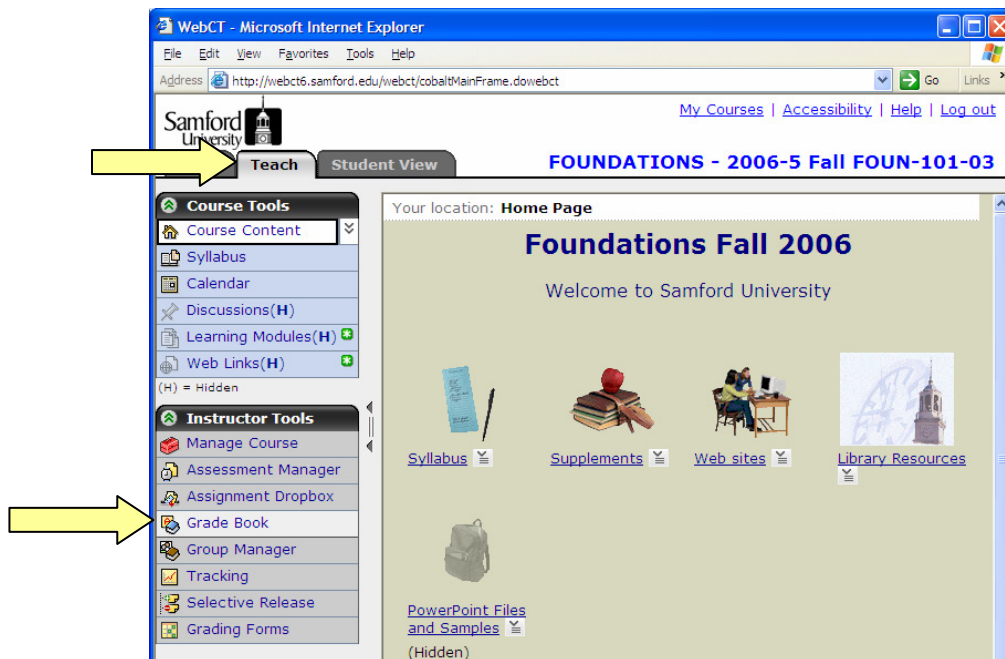
Follow these steps to export final grades to the Student Information System (SIS). This document includes instructions for exporting final grades, but the same process applies to midterm grades.

OVERVIEW


1. Access the Grade Book.
2. Change the column type.
3. Enter grades.
4. Export grades.

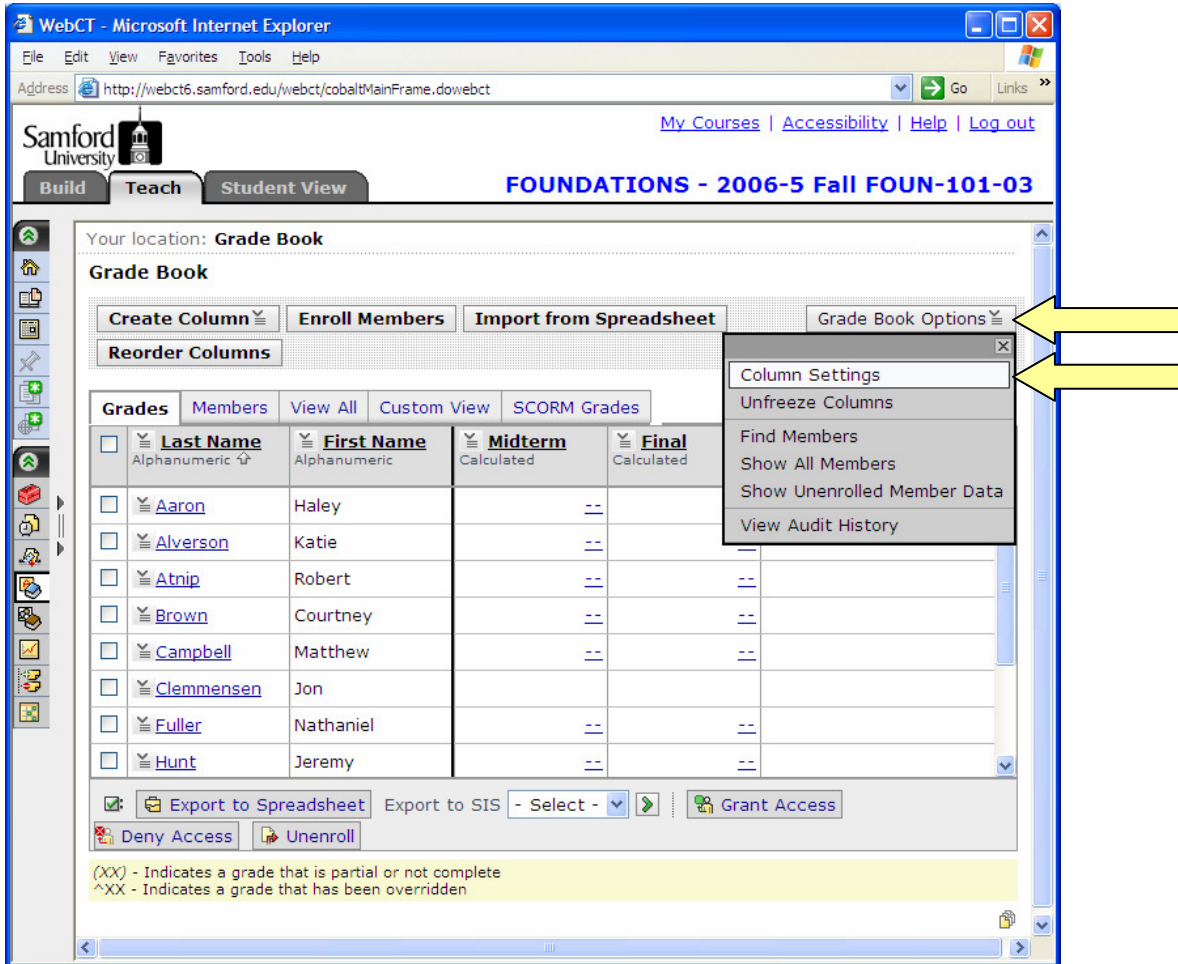
DETAILED STEPS

1. **Access the Grade Book.**
 - a. Log in to Samford's course management system.
 - b. Select one of your courses.
 - c. Click the **Teach** tab then **Grade Book**.



2. Change the column type.

- a. You must enter grades in the appropriate column or you won't be able to export them. Enter midterm grades into the column named **Midterm** and enter final grades into the column named **Final**. These two columns are in your course by default.
- b. Only alphanumeric columns can be exported. Click the ActionLink icon  beside **Grade Book Options**.
- c. Select **Column Settings**.

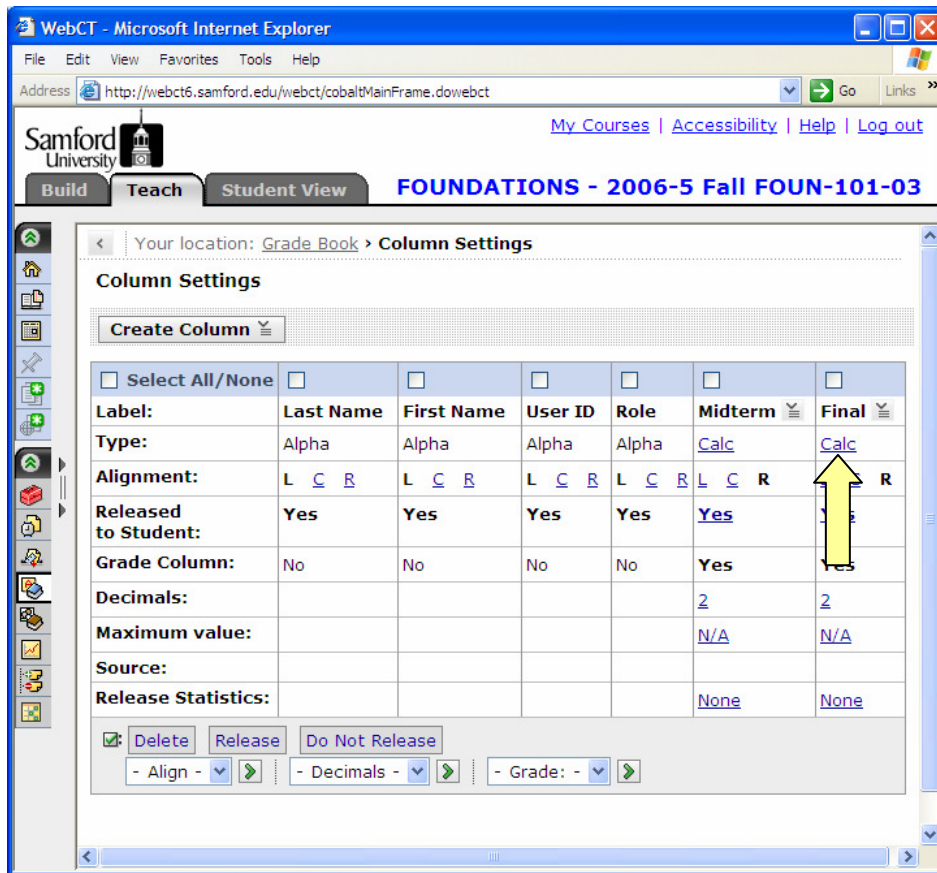


The screenshot shows the WebCT interface for a course titled "FOUNDATIONS - 2006-5 Fall FOUN-101-03". The "Grade Book" section is active, displaying a table of student grades. The "Grade Book Options" menu is open, and the "Column Settings" option is highlighted. The table below shows the current column settings and student data.

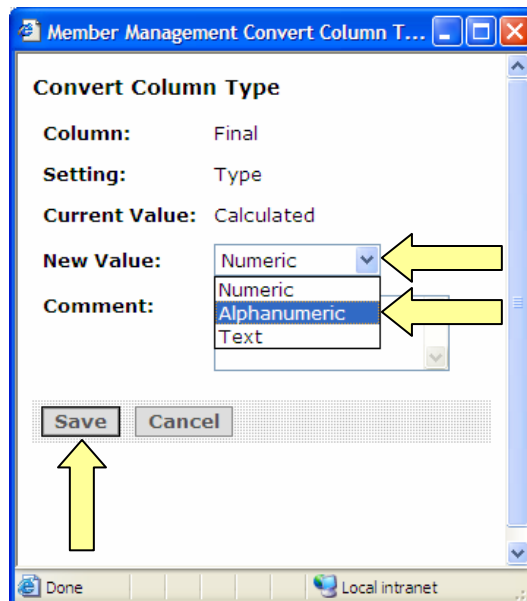
	Last Name Alphanumeric	First Name Alphanumeric	Midterm Calculated	Final Calculated
<input type="checkbox"/>	Aaron	Haley	--	--
<input type="checkbox"/>	Alverson	Katie	--	--
<input type="checkbox"/>	Atnip	Robert	--	--
<input type="checkbox"/>	Brown	Courtney	--	--
<input type="checkbox"/>	Campbell	Matthew	--	--
<input type="checkbox"/>	Clemmensen	Jon	--	--
<input type="checkbox"/>	Fuller	Nathaniel	--	--
<input type="checkbox"/>	Hunt	Jeremy	--	--

Handout 7: Exporting Grades

- d. Under **Final** click **Calc**.

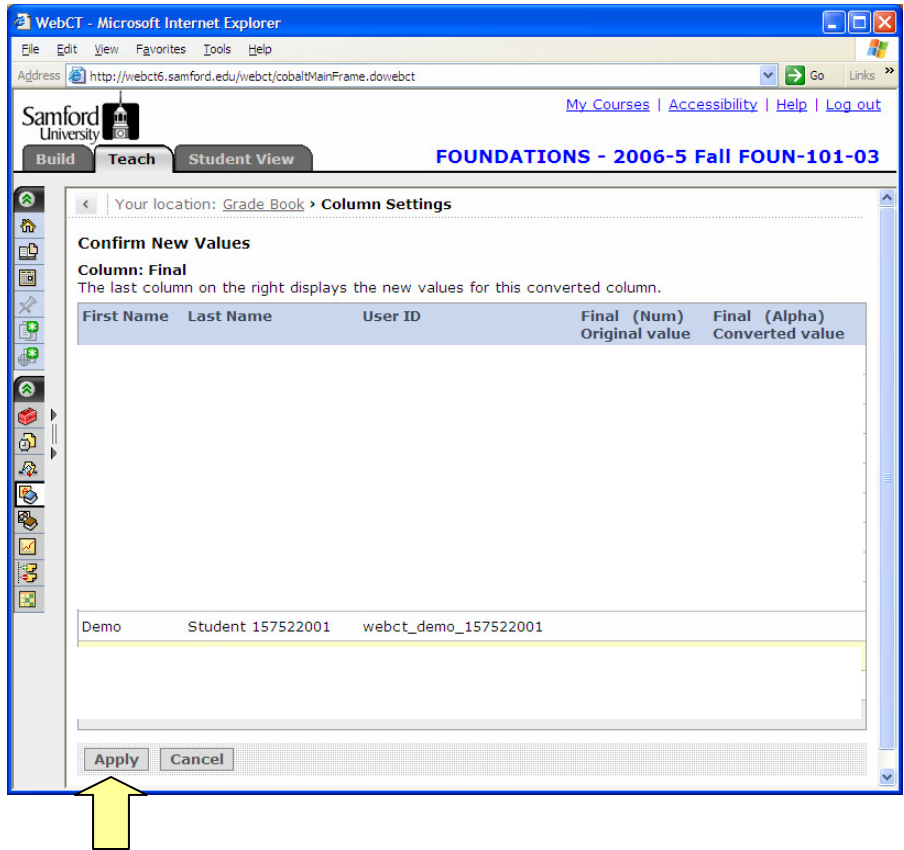


- e. Click the pull-down **New Value** menu and select **Alphanumeric**.
f. Click **Save**.

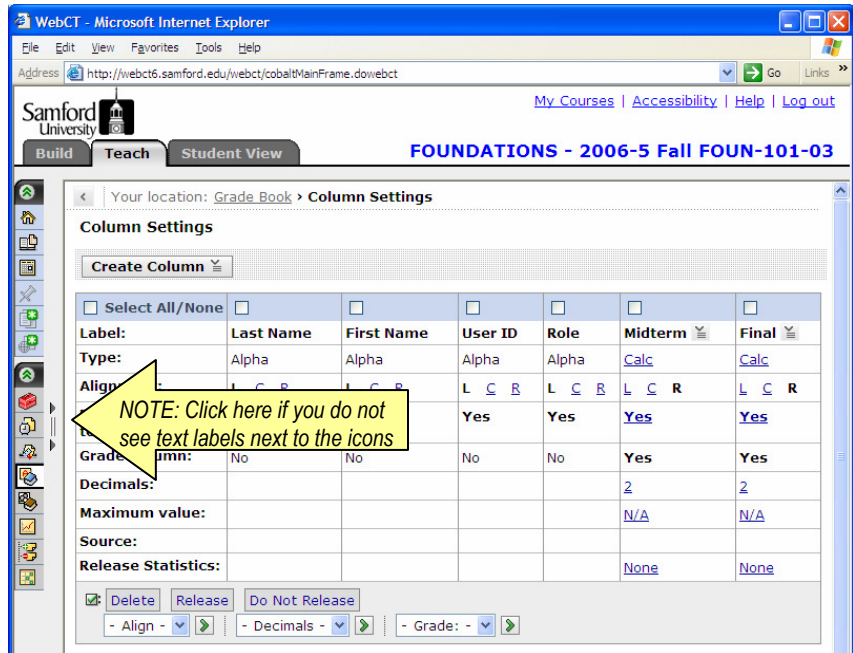


Handout 7: Exporting Grades


- g. Click **Apply**. You may need to scroll down on the screen to reveal the **Apply** button.

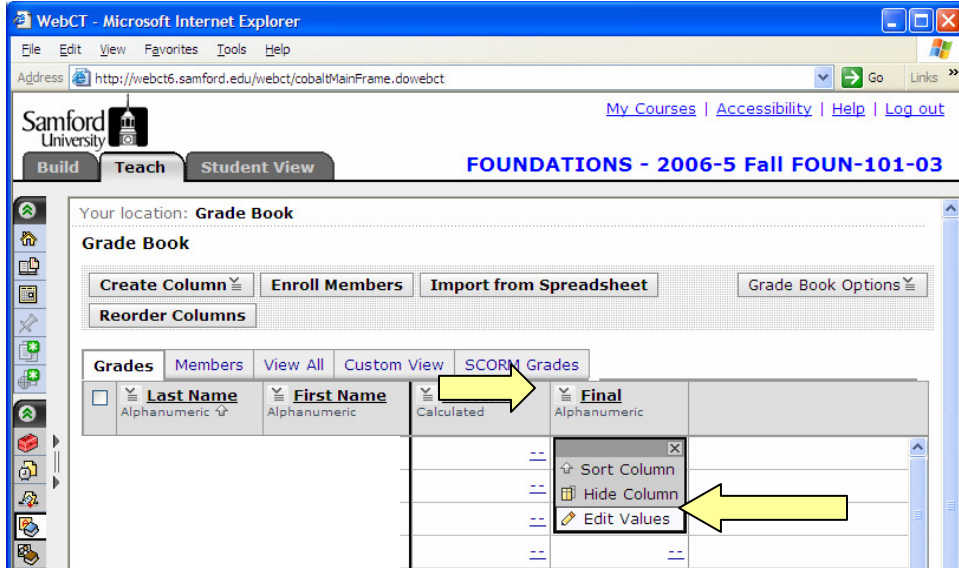


- h. If you wish to expand the course menu and see the text labels next to the icons click the double lines.

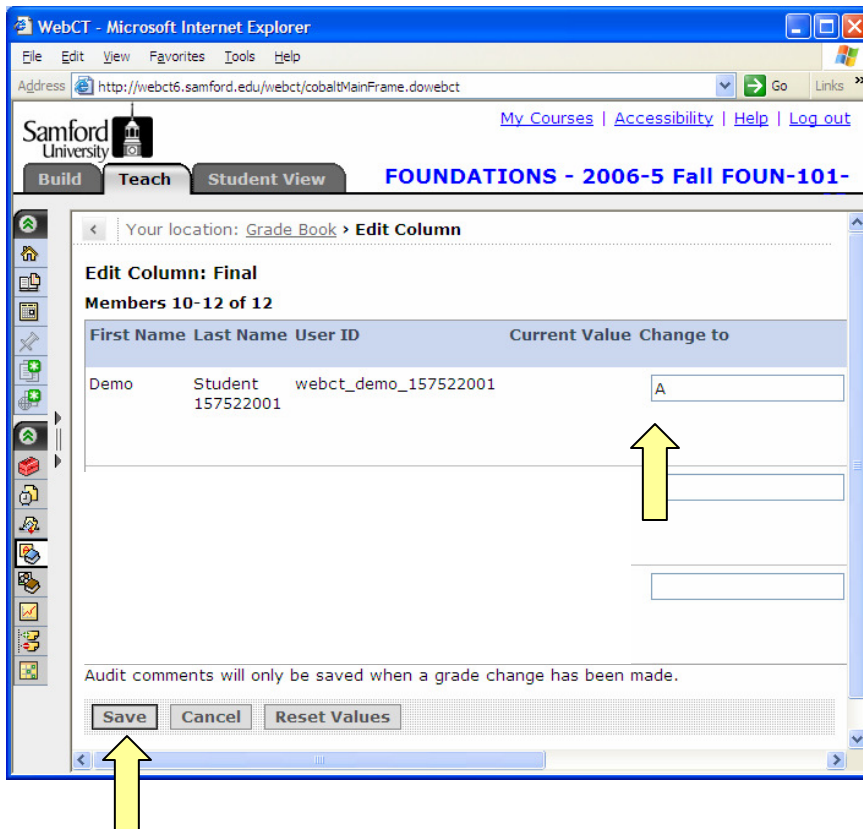


3. Enter grades.

- a. Click the ActionLink icon  next to **Final**.
- b. Select **Edit Values**.

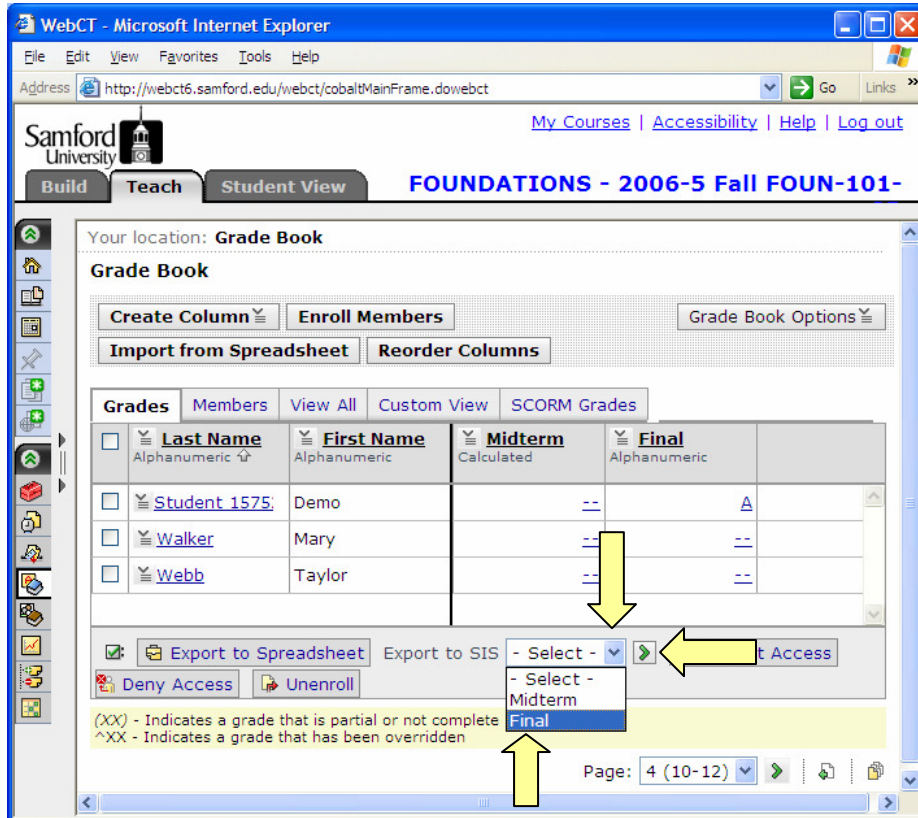


- c. Enter grades for each student.
- d. Click **Save**.

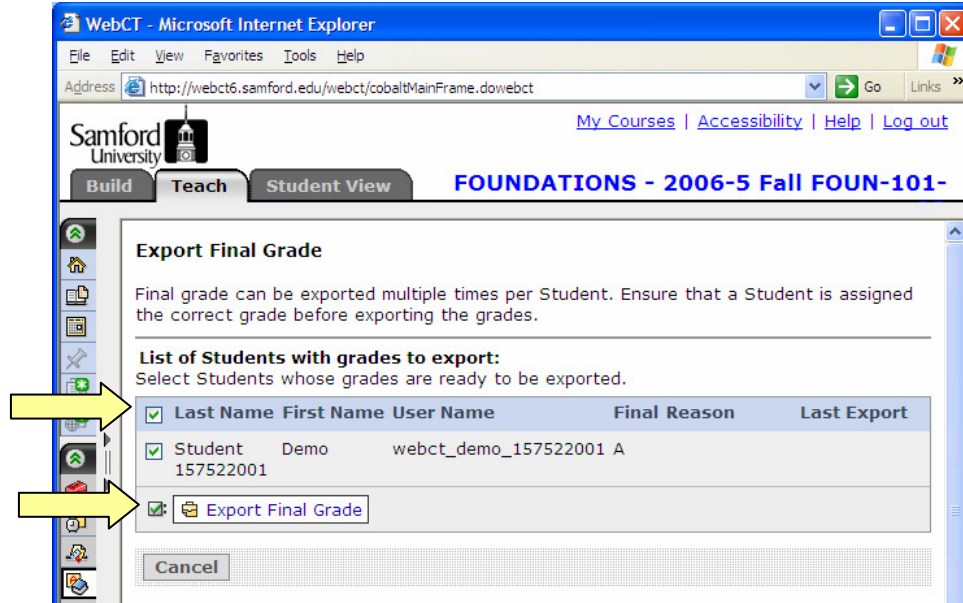


4. Export grades.

- a. Click the pull-down menu beside **Export to SIS**.
- b. Select **Final**.
- c. Click the green arrow.



- d. Put a check by **Last Name** to select all students. A check mark will automatically appear beside **Export Final Grade**.
- e. Click **Export Final Grade**.



- f. You will see a list of students whose grades were successfully exported.
- g. Grades can be exported more than once. If you need to make changes to a student's grade you can export the grade again.
- h. To export grades for another course, click **My Courses** in the upper right-hand corner, select another course, and repeat the grade export process.

Need more help?

For additional assistance with exporting grades or using Samford's course management system, please contact Lisa McNeal or Joe Zellner:

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