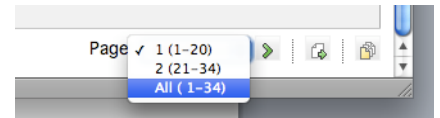


How to Download Your WebCT Course's Grade Book

1. Login to WebCT and enter your course.
2. Click the Teach tab.
3. Click Grade Book (instructor tools menu).
4. Click the View All tab.
5. At the bottom of the page, pull down the Page menu and select All, then click the green arrow button.
6. Click the checkbox next to the Last Name column heading (or whichever column is first in your course) – this puts a check next to each member's name.
7. Click on the Export to Spreadsheet button at the bottom of the page.
8. Click in the radio button to export to all members.
9. Choose the following settings:
 - All members
 - All columns
 - Tab-delimited
 - Unicode (UTF-8)
10. Click on the Export button.



Your course Grade Book will be downloaded to your computer's default download location. You can use Microsoft Excel, or other applications that open tab-delimited files, to open your saved grade book data.