

Downloading the WebCT Gradebook

1. Within the course go to the **Control Panel**
2. In the control panel, choose **Manage Course** and then **Manage Students**

This will open the gradebook. To download the gradebook:

3. Choose **Download** from the drop down menu under **Options: Records**
4. Click **Go**
5. Click **Download**

Choose **Save to disk** and select a location on your computer. The downloaded gradebook will be a comma delimited text file that can be opened within Excel. To open the file, first open Excel. Then open the gradebook file. If you have any further questions contact Todd Tabberer at ext. 6259.