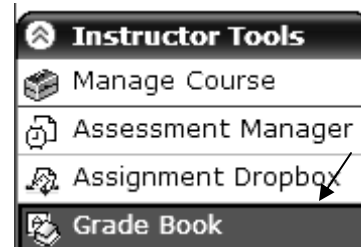


Exporting (Download) Your RamCT Grade Book to Microsoft Excel Fall 2007

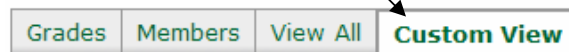
- I. Exporting (Download) Your RamCT Grade Book to Microsoft Excel
- II. Open the Exported Grade Book File using Microsoft Excel.

I. Exporting (Download) Your RamCT Grade Book to Microsoft Excel

- a. Log in to your RamCT course section as a section instructor or Teaching Assistant.
- b. Click on the **Teach** tab
- c. Under Instructor Tools click on **Grade Book**



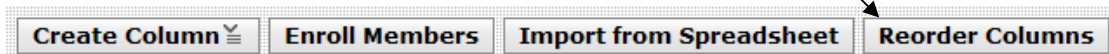
- d. Click on the **Custom View** tab



- e. Click on the Reorder Columns button

Your location: **Grade Book**

Grade Book



Because there can be issues related to importing and exporting RamCT Calculated Columns we want to hide them from view so they will not be exported.

The buttons in the Reorder Columns screen are similar to an on/off switch.

Hide Column – column is currently visible; clicking on Hide Column will hide it from this view of the gradebook.

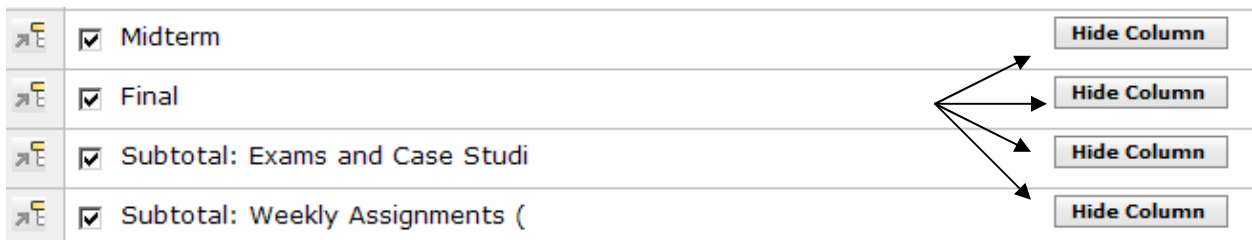
Show Column – column is currently hidden; clicking on Show Column will make the column visible in this current view.

For every Calculated Column in your gradebook, the button next to that column should have the Show Column (hidden) button on its row. That is, those columns will be hidden from view.

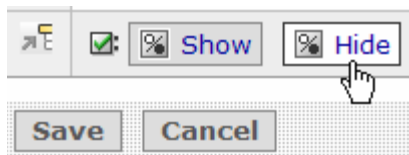
To quickly hide a number of columns in the Reorder Columns window do the following:

- f. Place a *check* next to the name of each **column you would like to hide**.

In the example below, notice that the button for each of calculated columns I have selected has a Hide Column button in its row. That tells me that these columns are currently visible in this view of my gradebook.



- g. Towards the bottom of the screen *click* on the **Hide** button



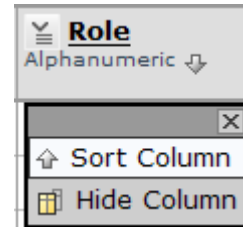
Notice that the button next to each of my Calculated Columns has now changed to Show Column – this means these columns will be hidden in this view of the gradebook.

- h. At the bottom of the screen *click* on the **Save** button to apply these changes.



Now under my Custom View tab I see the default columns of Last Name, First Name, User ID, and Role and only the numeric columns that I would like to export to my local computer.

- i. Under the **Role** column *click* on the Action Menu and select Sort Column



(This will allow you to have all students at the top of the Grade Book).

- j. Place a **check** next to the **names** of all students

(You can check the top box to select everyone in the course then “uncheck” the people in the course who are not students. E.g. designers, instructors and TA’s).

<input type="checkbox"/>	<u>Last Name</u> Alphanumeric ↑	<u>First Name</u> Alphanumeric	<u>User ID</u> Alphanumeric	<u>Role</u> Alphanumeric
<input checked="" type="checkbox"/>	Accurate_CSU	Annie	CSU_AA	Student
<input checked="" type="checkbox"/>	Blake_CSU	Barney	CSU_BB	Student
<input checked="" type="checkbox"/>	Clark_CSU	Clarence	CSU_CC	Student
<input checked="" type="checkbox"/>	Dillon_CSU	Daisy	CSU_DD	Student
<input checked="" type="checkbox"/>	Elliott_CSU	Egbert	CSU_EE	Student
<input checked="" type="checkbox"/>	Frugal_CSU	Frank	CSU_FF	Student
<input checked="" type="checkbox"/>	Giggles_CSU	George	CSU_GG	Student
<input checked="" type="checkbox"/>	Hazard_CSU	Henry	CSU_HH	Student

Only persons with the Student Role are selected.

- k. At the bottom of the Grade Book *click* on the **Export to Spreadsheet** button

Your location: **Grade Book**

Grade Book

Create Column ▾ | Enroll Members | Import from Spreadsheet | R

<input type="checkbox"/>	<u>Last Name</u> Alphanumeric ↓	<u>First Name</u> Alphanumeric	<u>User ID</u> Alphanumeric	<u>Role</u> Alphanumeric
<input type="checkbox"/>	Training	ramct_21	ramct_21	Student

Send Mail | Export to Spreadsheet | Grant Access | Deny Access | Unenroll

1. The **Export to Spreadsheet** window appears
 - Make sure “Selected Members” is checked. This will just download students.
 - Make sure “Visible Columns” is checked. This will just download the columns in the “Custom” view.

Export to Spreadsheet

Members to Export:

Selected Members ←

All members

Columns to Export:

Visible columns ←

All columns

Export Format:

Select the keyboard element you want to use to separate member data in the exported file.

Comma-delimited

Tab-delimited

Character Set:

Select a character set that is supported for your language by the software you want to use to

Unicode (UTF-8)

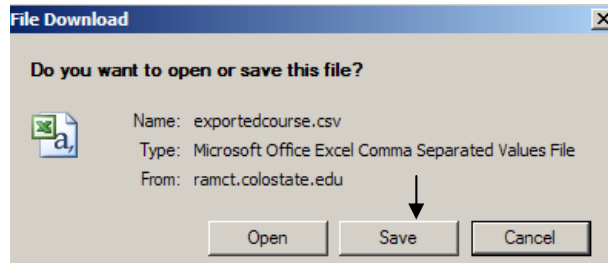
Unicode (UCS-2)

↓

Export **Cancel**

m. Click on the **Export** button

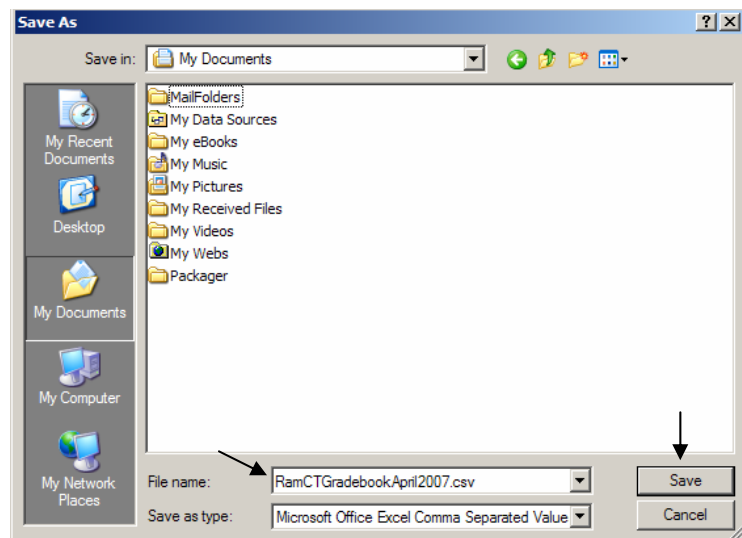
n. Click on the **Save** button



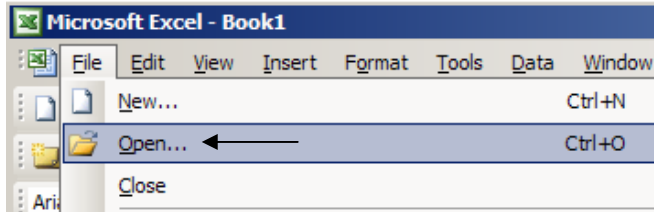
o. Navigate to the location on your **local computer** where you would like to save this file.

p. In the File name box *type* a **descriptive name**. For example, course name and date.

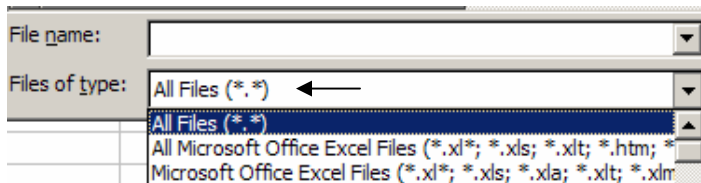
q. Click on the **Save** button.



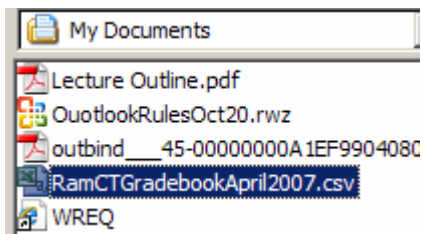
II. Open the Exported Grade Book File using Microsoft Excel.



- a. In Excel under the **File** menu *select Open*



- b. Under the **Files of type** dropdown box *select All Files*



- c. *Navigate* to the copy of the **Grade Book** that you downloaded from RamCT.
- d. *Select* the **file** you downloaded and *click* on the **Open** button.

	A	B	C	D	E	F	G	H
1	Last Name	First Name	User ID	Role	Exam 1	Exam 2	Exam 3	Exam 4
2	Accurate_CSU	Annie	CSU_AA	Student	100	100	100	100
3	Blake_CSU	Barney	CSU_BB	Student	85	82	92	91
4	Clark_CSU	Clarence	CSU_CC	Student	98	98	87	88
5	Dillon_CSU	Daisy	CSU_DD	Student	80	92	75	94
6	Elliott_CSU	Egbert	CSU_EE	Student	87	88	88	81
7	Frugal_CSU	Frank	CSU_FF	Student	75	75	92	72
8	Giggles_CSU	George	CSU_GG	Student	93	89	97	78
9	Hazard_CSU	Henry	CSU_HH	Student	92	91	72	98
10	Ichabod_CSU	Izzy	CSU_II	Student	82	84	89	87
11	Jenkins_CSU	Jake	CSU_JJ	Student	70	99	93	95