

CIT/WebCT Design Course #3

Managing Students and the Gradebook

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This manual is designed to serve as a companion to the Center for Instructional Technology's *CIT/WebCT Course Design #3: Managing Students and the Gradebook* class. You should have already taken the first class in the series where you learned how to start building your WebCT course. In this class, you will learn how to manage students and your course gradebook. This manual will provide some of the more basic information you need to manage your students and work with the gradebook. Please keep in mind, however, that the information presented here only really touches upon what is involved in designing and managing courses on WebCT. In the actual class, you will learn by actually doing course design online. This manual should serve as a useful reference tool. More in-depth documentation on how to design WebCT courses is available from WebCT. The CIT has placed links to these documents on the CIT web site (<http://cit.ucsf.edu/>) under the *Info for Designers* link.

Managing Your Course

WebCT course designers/instructors obviously will need to be able to manage their courses, and the students in these courses. There is a variety of powerful tools for managing your course. You access these tools by selecting the **Manage Course** link from the *Control Panel*.

GALEN IDs and WebCT IDs

Since September 2001, UCSF WebCT users have used their GALEN IDs to log into WebCT. The GALEN ID and password they created through the Library's GALEN II web site (or were provided with as incoming students since the Fall 2001) will be used for WebCT access. It is important for designers to understand something about how this works. The GALEN account will be used to *authenticate* users into WebCT – to determine whether or not they are able to access WebCT. On the WebCT side, there is something called a WebCT ID, but it is only used internally by WebCT to keep track of WebCT users. It is exactly the same as the GALEN ID.

Throughout this manual, reference may be made to the WebCT ID. What is important to keep in mind is that the WebCT ID is exactly the same as the GALEN ID – they are essentially interchangeable. To avoid confusion for students, the CIT will only talk about GALEN IDs. Course designers, however, may see references to WebCT IDs within WebCT. But again, for the purposes of accessing WebCT, GALEN IDs and WebCT IDs are the same.

Brief descriptions of each of the main areas on the **Manage Course** page are provided below:

- Manage Students** **Manage Students** is a powerful tool for maintaining student information and grades in WebCT. You can add or delete students, update student records, calculating grades, and more. **Manage Students** displays student records in a table. If you have added the Mail tool to your course, a mail icon appears beside each student's name. You can send mail to a student by clicking the mail icon. Some columns contain an Edit link beneath the title. You can edit the information in a whole column at once by clicking on this link.
- Manage Teaching Assistants** **Manage Teaching Assistants** lets you keep track of your TAs in your course. TA records appear in a table. If you have added the Mail tool to your course, a mail icon appears beside each TA's name. You can send mail to a student by clicking the mail icon. They have the ability to access the tools under Manage Students and to grade quizzes and assignments. TA's have their own identity in your course (unlike Shared Designers). They can participate in Discussions and send email. They cannot, however, take quizzes or use any of the student tools (e.g., Grades).
- Track Students** **Student Tracking** allows you to monitor how students are progressing through the course material. You can see the pages in the content modules that students have visited. You can also view the number of times they have accessed other areas of the course, for example, Homepage and Organizer pages. Finally, you can view their activity in Discussions. You can view tracking information on individual students or the entire class.
- Track Pages** **Page Tracking** allows you to track how students are progressing through the course material. You can see the course pages that students are accessing, how many times the pages have been visited, and the amount of time spent on each page.
- Course Functions**
- **Backup Course** The WebCT **Backup tool** is an important feature of your course. With the backup utility, you can: create snapshots of your course at various stages of development; download a backup of your course for safekeeping; restore a previously-made backup of your course if you have made unwanted changes or if your course has become corrupted; move your course to a different WebCT server by making a backup on the current server and uploading the backup to the new server. This was covered in more detail in the first CIT/WebCT design course.
 - **Shared Designer Access** You can give access to your course to other designers who have a GALEN ID. They will have full design access, except that they will not be able to grant shared access to additional designers. Shared Designers also do not have their own identity in the course – they essentially act as proxies for the Primary Designer. These designers cannot already be students or teaching assistants in the course. If you want to give a teaching assistant in your course shared access, you first have to delete that TA from the course using the **Manage Students** tool.
 - **Reset Course** The **Reset Course** feature enables you to delete information from various sections of your course. This feature is particularly useful when you've finished teaching a course and want to clear out old student records and assignments. You can reset the following items: student database; teaching assistant database; student groups/presentations; pagetracking records; discussions; mail; calendar (both public and private entries); Chat logs; Whiteboard; student homepages.

Adding Students

There are essentially four methods for students to be added to WebCT courses at UCSF. Which method, or methods, are best suited to your course depends on a few factors. The four methods are:

1. **Course Designer Adds Students Individually:** At UCSF, course designers (including shared designers and TA's) can add students to courses one-at-a-time. And to do this, a designer must know the student's GALEN login name. The CIT is developing methods for designers to add groups of students at once. It should be possible at some point to add all the students registered for a given class.
2. **Batch Addition of Students by CIT Staff:** Under certain circumstances, the CIT has the ability to add groups of students into course all at once. For example, the CIT can add all 3rd year medical students or all 2nd year dental students to a course.
3. **Helpdesk User:** Some schools have WebCT helpdesk users that have the ability to add students (one at a time). A helpdesk user may also be able to facilitate the addition of groups of students to courses. See the CIT web site (<http://cit.ucsf.edu>) for more information on helpdesk users.
4. **Self-Registration:** Course designers can turn on the self-registration option in their courses. They then tell their students to find the course in the List of All Courses and add themselves. Once all the students are enrolled, the designer can turn off self-registration. This is a very simple way to get all of your students added to your courses.

Adding Students Individually

WebCT course designers at UCSF can add students to their course one-at-a-time. To do this, you need to know the student's GALEN login name. The student should be able to provide this information. If not, you can ask your school's Help Desk user, or you can ask the WebCT Administrator. **Only the WebCT Administrator can add students in groups (i.e., batch addition of students).** If you need to have many students added to your course, contact the CIT.

To access the *Add Students* page, select Add Students from the **Manage Course** page. The page you see at the right will appear.

This page provides a number of options. **However, for the purposes of adding individual students to your course, only the "To add one student at a time to your course" box works here at UCSF (see the arrow at the right).** You cannot add multiple students (this may be enabled in the future). You also cannot add students by importing them from a file. You can upload data to an existing student gradebook by importing from a file (we will discuss this later), but you cannot add *new* students this way.

Only the WebCT Administrator (i.e., CIT staff) can add students as a group to a course.

Self Registration

From the **Manage Course** page, select *Change Settings* (under *Manage Students*). Or, from the **Manage Students** page, you can select *Change Settings* from the Organize pull-down menu.

Check **Allow self-registration**, then click on Update. Students can then log into WebCT, click on "Add Course," find your course, and register themselves into it. Once they are all added, then you can turn off self-registration from the Settings page.

Using *Manage Students*

Select the **Manage Students** tab from the *Manage Course* page. You will see a screen similar to the one at the right. **This is the Gradebook.** The Column Name appears at the top of each column in the gradebook. Clicking on the column name button will sort the student list by that column. The entries in each column (except User ID) can be edited by selecting the Edit link in a given column.

If the Mail tool was added to your course, you will see small email icons next to each students' name. You can send WebCT email to them by clicking on the icon.

From the **Options:Records** rop-down menu, select **Download** to download the gradebook to your local computer for importing into Excel.

| Last Name | First Name | User ID | Midterm Grade | Final Grade |
|-----------|-------------|------------|---------------|-------------|
| Cash | Roseanne | classtest3 | --- | --- |
| Costello | Elvis | classtest1 | --- | --- |
| Finn | Neil | classtest4 | --- | --- |
| Gilmore | Jimmie Dale | classtest8 | --- | --- |
| Harris | Emmylou | classtest9 | --- | --- |
| Hiatt | John | classtest2 | --- | --- |
| McKee | Maria | classtest6 | --- | --- |
| Parker | Graham | classtest5 | --- | --- |
| Simone | Nina | class1 | --- | --- |
| Williams | Lucinda | classtest7 | --- | --- |

Where does the User ID come from?

Note the User ID column in the gradebook above? Where does this field come from? The CIT's current implementation of WebCT does not permit users to create their own WebCT accounts. WebCT accounts are created automatically from when UCSF users create their GALEN accounts. The CIT manages this information in the **WebCT Global Database**. Course designers can add students to their courses using the students' GALEN login name (one at a time). This pulls in the student's record from the global database and populates the separate course database – each course in WebCT has its own database (i.e., the gradebook). In the course database, the GALEN login name becomes the User ID. It is this User ID (which cannot be edited) that you will use to reference your students when you want add data to the gradebook. This all will be covered later.

These are the actions available under the **Manage Students** pull-down menus:

Manage Students

Add / Import Students: Use to add students to your course. Students must be in the global database to be added; can currently add one student at a time, and you must know the GALEN ID. Also, use to add columns to the gradebook. For example, you may have the students complete an assignment outside of WebCT. Use this action to add the assignment grades to the course gradebook.

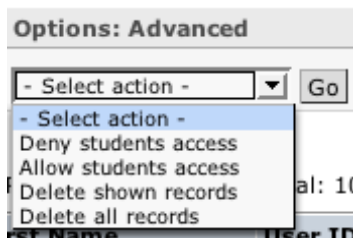
View some students: Use this action to select some of the students. You can act upon certain student records (e.g., delete, deny) by selecting them to view.

View All Students: Use this to display all the students in the gradebook.

Search Records: Use this to search for student records.

Download: Use this to download the gradebook to your local computer, for importing into Excel.

Copy and Paste Records: You can copy a list of student records and paste them into *Mail* and *Track Students*. For example, you could list students with failing grades, then copy and paste these records into a Mail message encouraging them to seek tutorial help. You could also paste these records into Student Tracking to see how often the students have accessed the course.

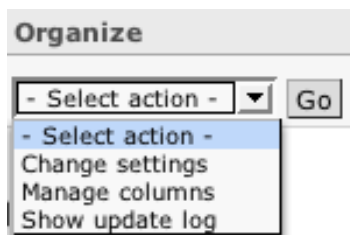


Deny Student Access: Selecting this action will deny access to the course for those student records currently being viewed.

Allow Student Access: This action allows access to students who have been denied access.

Delete Shown Records: This action will delete all student records currently being viewed.

Delete All Records: This action will delete all students records. Be careful with this one.



Change Settings: Allows you to enable self-registration and other options related to the gradebook and student database.

Manage Columns: Use to add columns to the gradebook, and to modify existing columns. For example, you may have the students complete an assignment outside of WebCT. Use this action to add the assignment grades to the course gradebook.

Show Update Log: ...

Selecting Students to View

To act upon a group of student records (e.g., to deny access), you first need to select those students. You only want those students you plan to act upon in some fashion to be on the page. To do this, you first select *Select students to view* from the **Manage Students** pull-down menu. This will pull up all the students in your course (see figure at the right). If there are lots of students in the course, there may be more than one page. You can elect to view them all on one page by changing the Page pull-down menu to All. You can also set how many should display per page on the *Change Setting* page.

Select the students you wish to view by checking the box next to their records. To select all the students, click on “Select all from all pages.” Once you have selected all the students you wish to view, click on View.

Only those students you selected will now be viewable. This might be the group, for example, what you wish to act upon in some fashion. Click on Return to Manage Students.

In the Options:Advanced pull-down menu, you could select any one of these actions:

- *Deny Student Access*
- *Allow Student Access*
- *Delete Shown Records*

You can also search for specific student records to view. Select *Search Records* from the **Manage Students** pull-down menu.

| <input checked="" type="checkbox"/> | Last Name | First Name | User ID | Midterm Grade | Final Grade |
|-------------------------------------|-----------|-------------|------------|---------------|-------------|
| <input checked="" type="checkbox"/> | Cash | Roseanne | classtest3 | --- | --- |
| <input checked="" type="checkbox"/> | Costello | Elvis | classtest1 | --- | --- |
| <input checked="" type="checkbox"/> | Finn | Neil | classtest4 | --- | --- |
| <input checked="" type="checkbox"/> | Gilmore | Jimmie Dale | classtest8 | --- | --- |
| <input checked="" type="checkbox"/> | Harris | Emmylou | classtest9 | --- | --- |
| <input checked="" type="checkbox"/> | Hiatt | John | classtest2 | --- | --- |
| <input checked="" type="checkbox"/> | McKee | Maria | classtest6 | --- | --- |
| <input checked="" type="checkbox"/> | Parker | Graham | classtest5 | --- | --- |
| <input checked="" type="checkbox"/> | Simone | Nina | class1 | --- | --- |
| <input checked="" type="checkbox"/> | Williams | Lucinda | classtest7 | --- | --- |

| Last Name | First Name | User ID | Midterm Grade | Final Grade |
|-----------|------------|------------|---------------|-------------|
| Edit | Edit | | Edit | Edit |
| Finn | Neil | classtest4 | --- | --- |
| Harris | Emmylou | classtest9 | --- | --- |
| Parker | Graham | classtest5 | --- | --- |

Importing Student Data to the Gradebook

WebCT will automatically add new columns to the gradebook when a WebCT quiz has been graded. But there may be times when the course designer will need to add data to the gradebook. For example, grades from exams and assignments completed outside of WebCT will need to be added to the gradebook. It is very easy to add columns to the WebCT gradebook. Here are the basic steps:

1. Create comma- or tab-delimited file outside of WebCT in a spreadsheet program (e.g., Excel) – see example at the right. It is very important that one of the columns in the spreadsheet include the User IDs. This is the field that uniquely identifies each student, so this field/column must be present. Save the Excel file as a comma-separated file (.csv) or as a text file. The resulting .csv or .txt file will look like this:

```
User ID,Quiz1
ctest1,56
ctest2,90
```

| | A | B |
|----|---------|--------|
| 1 | User ID | Quiz 1 |
| 2 | ctest1 | 56 |
| 3 | ctest2 | 90 |
| 4 | ctest3 | 78 |
| 5 | ctest4 | 80 |
| 6 | ctest5 | 78 |
| 7 | ctest6 | 99 |
| 8 | ctest7 | 70 |
| 9 | ctest8 | 80 |
| 10 | ctest9 | 100 |

2. On the Manage Students page, select *Add / Import Students* from the **Options:Records** pull-down menu.

This will serve up the **Add Students** page.

Under *Import from File*, click the Browse button; you now need to upload the .csv/.txt file you created above.

Manage Students

3. Before you can import from file, you first need to upload the file to your course file space. Moving files and managing content is covered in WebCT Design Course #2 (Managing Content), but we will cover the basics here. First, under *Import from File*, click on the **Browse** button.
4. From the **File Browser**, find where it says **Upload File** and then click the Browse button. This will open another Browse where you browse for the file on your PC. Once you find it, upload it. It will appear in your My-Files folder (as shown at the right). Click on the button next to the file, then click on **Add Selected**.
5. This will return you to the **Add Students** page. The filename you selected should now be shown. Click on **Import**.
6. Next, the *Import Confirmation: New Column Resolution* page will display. Select "Create New" Field and click Continue.

- You will next see the *Import Confirmation: Field Names Resolved* page. At this point you want to make sure that the field names in the file you are importing into the gradebook matches what you expect to see in the gradebook (i.e., database). It is very important that the “User ID” fields match up. If everything looks good (as it does at the right), click **Continue**.
- The *Import Confirmation: Final Confirmation* page is displayed (at the right). Here, you want to make sure the information you are adding is correct. You can also change the field type (Numeric or Alphanumeric). If you are adding numeric grades, change the pull-down to Numeric.
- If everything looks fine, click Continue. The new column will have been added to the gradebook.

Import Confirmation: Field Names Resolved

The following fields have been found in [quiz1.csv](#):

| Field in quiz1.csv | Field in Database |
|--------------------|-------------------|
| User ID | User ID |
| Quiz 1 | Quiz 1 |

Continue Cancel

Import Confirmation: Final Confirmation

Before clicking **Continue**, ensure that the information below is correct.

New Fields

The following fields will be created for you the type for each field:

Quiz 1: Alphanumeric

Change to Numeric if importing number grades

Update Records

The following records will be updated with the information below. **Note:** Passwords that are already in the Student Database cannot be updated.

| User ID | Quiz 1 |
|------------|--------|
| classtest3 | 89 |
| classtest1 | 54 |
| classtest4 | 96 |
| classtest8 | 87 |
| classtest9 | 78 |
| classtest2 | 68 |
| classtest6 | 73 |
| classtest5 | 86 |
| class1 | 92 |
| classtest7 | 80 |

Continue Cancel

Manage Students

Actions

Options: Records Options: Advanced Organize

- Select action - Go - Select action - Go - Select action - Go

Page: All Records 1 - 10 of 10 [Total: 10]

| Last Name | First Name | User ID | Midterm Grade | Final Grade | Quiz 1 |
|-----------|-------------|------------|---------------|-------------|--------|
| Cash | Roseanne | classtest3 | --- | --- | 89.00 |
| Costello | Elvis | classtest1 | --- | --- | 54.00 |
| Finn | Neil | classtest4 | --- | --- | 96.00 |
| Gilmore | Jimmie Dale | classtest8 | --- | --- | 87.00 |
| Harris | Emmylou | classtest9 | --- | --- | 78.00 |
| Hiatt | John | classtest2 | --- | --- | 68.00 |
| McKee | Maria | classtest6 | --- | --- | 73.00 |
| Parker | Graham | classtest5 | --- | --- | 86.00 |
| Simone | Nina | class1 | --- | --- | 92.00 |
| Williams | Lucinda | classtest7 | --- | --- | 80.00 |

You can also add a new column of data to the gradebook by adding a new column and then simply filling in the values for each student. This method works best when for classes with few students.

Special Note about Removed Students

Removed Students: Students now have the ability to remove themselves from courses. Students who have removed themselves from your course will still be listed in the gradebook. A ~ will appear next to a student’s User ID who has removed herself from your course (see example at the right). An inactive student can no longer access this course until he or she is added back to the course.

Page: All View all students Records 1 - 2 of 2 [Total: 10]

| Last Name | First Name | User ID | Midterm Grade | Final Grade | Quiz 1 |
|-----------|------------|------------|---------------|-------------|--------|
| Simone | Nina | class1~ | --- | --- | 92.00 |
| Williams | Lucinda | classtest7 | --- | --- | 80.00 |

A tilde (~) sign indicates that the user is inactive in the course.

Only the WebCT Administrator or a Help Desk user can add the student back to the course. Even if the course has the self-registration option enabled, only the WebCT Administrator or a Help Desk user can add an inactive student back to the course at this point.

Only you as the course designer can actually delete removed students’ records from your gradebook. But you cannot add these students back to the course if they removed themselves. If a student is removed from your course (e.g., by accident or stupidity) but needs to be added back, you should contact the WebCT Administrator (cit@library.ucsf.edu) or your designated Help Desk user, who will add them back.

Managing Columns

Course designers can modify many of the attributes of columns in the gradebook. The *Manage Columns* page is displayed when you select “Manage Columns” from the Organize pull-down menu on the **Manage Students** page.

From this display, you can move columns, or you can delete and add blank columns. You can change column labels. You can also convert column types (e.g., from Alphanumeric to Numeric). Other column attributes that can be changed:

- **Type:** What type of data is in the column. **A** = Alphanumeric; **N** = Numeric, etc. Be careful changing data types. If you change a numeric column to alphanumeric, you will not longer be able to do calculations on it.
- **Alignment:** How the data is aligned in the column display.
- **Hidden:** Allows you to hide a particular column from view in **Manage Students**. This feature is particularly useful if you have a lot of columns in your student table.
- **Released:** Allows you to selectively release columns to students. Only those columns that have been marked as released will be visible to students.
- **Statistics:** Allows you to display statistics for a column that will be displayed to your students.. This attribute is available only for numeric, quiz, and calculated columns.
- **Decimals:** How many decimal places appear in the column. You can change this at any time.
- **Self-Registration:** If you have enabled self-registration for your course, you can prompt students to enter specific information. For example, you may want students to list prerequisite courses or work experience. Any information that you collect is added to the Student Table. If you decide to use this feature, you can make the entering of this information a requirement or optional. Make sure you have added a column to accept this information, then change its self-registration options (to Required or Optional).

Example Course

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Manage Columns**

| Select | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Label | Last Name | First Name | User ID | Midterm Grade | Final Grade | Quiz 1 |
| Type | A* | A* | A* | A | A | N |
| Alignment | Left | Left | Left | Left | Left | Right |
| Hidden | No | No | No | No | No | No |
| Released | No | No | No | No | No | No |
| Statistics | --- | --- | --- | --- | --- | None |
| Decimals | --- | --- | --- | --- | --- | 2 |
| Self-registration | Required | Required | Required* | Not Shown | Not Shown | Not Shown |

*This column value is not editable.

Legend of column types

| | | |
|------------------|------------------|-------------------|
| A = Alphanumeric | L = Letter Grade | S = Selection Box |
| C = Calculated | N = Numeric | M = Text |
| E = Assignment | Q = Quiz | |

Actions

indicates a selection is required from the main frame.
 indicates multiple selections are allowed.

Options

Change column label: Go

Align column: Center

Hide columns: No

Release columns: No

Show statistics: None

Show decimals: 2

Allow self-registration: Required

Organize

Delete columns

Convert column type

Setup column

Move item left: 1

Move item right: 1

You modify columns by selecting the checkbox above the column you want to modify, and then select the appropriate action under “Options.”

Under the “Organize Column” options, you can add or delete columns. You can also move them around.

Managing Teaching Assistants

Manage Teaching Assistants lets you keep track of your TAs in your course. TA records appear in a table. If you have added the Mail tool to your course, a mail icon appears beside each TA's name. You can send mail to a TA by clicking the mail icon. TAs can access the tools under Manage Students and grade quizzes and assignments. TA's have their own identity in your course (unlike Shared Designers), can participate in Discussions and send email. They cannot, however, take quizzes or use any of the student tools (e.g., Grades).

The interface for adding and managing teaching assistants is very similar to the student management interface. Adding TAs is very simple – all you need to do is select “Add teaching assistant” from the *Manage Teaching Assistants* pull-down menu. Then, simply enter the GALEN ID of the TA you want to add. Remember – TAs cannot already be in your course as a student or a shared designer.

You can also deny access to your TAs at any time. Simply select the TAs to view that you wish to deny access (under Options:Records select View Some Teaching Assistants), then select “Deny teaching assistant access” from the Advanced pull-down menu.

Managing Shared Designers

You can give access to your course to other designers who have a GALEN ID. They will have full design access, except that they will not be able to grant shared access to additional designers. Shared designers can add or delete students, have full access to the gradebook, and can add or delete content. Shared Designers do not have their own identity in the course – they essentially act as proxies for the Primary Designer. Therefore, when a shared designer sends email or discussion postings, they will look as if they are coming from the primary designer.

Shared designers cannot already be students or teaching assistants in the course. If you want to give a teaching assistant in your course shared access, you first have to delete that TA from the course using the **Manage Students** tool. Adding shared designers is very simple. On the Shared Designer page, simply enter the GALEN ID of the person you wish to make a shared designer. Deleting shared designer access is just as simple and can be performed from the same page.

Reset Course

The **Reset Course** feature enables you to delete information from various sections of your course. This feature is particularly useful when you've finished teaching a course and want to clear out old student records and assignments.

To reset your course, select *Reset Course* from the **Manage Course** page. The selections at the right will appear. Check off those areas of the course you want to reset. If you are finished with a course and want to use it again for another quarter, you will probably want to select all the boxes to reset your entire course. Resetting your course will remove all the students from the course, all mail and discussion postings, all calendar entries, and all TAs. It will **not** remove shared designers or any course backups left in your course. All content you uploaded using **Manage Files** will also remain.

Hint: Before you reset your course, it's a good idea to first backup your course and download the backup to your computer. In this way, should you ever need to restore the course (with all the students in it) – for whatever reason – you will be able to use this backup to do so.

