

Using WebCT Vista to Post Grades

How to Request a WebCT Vista Section Creation:

- Go to <http://elearning.tamu.edu>
- Click Faculty/Staff -> WebCT Vista Resources
- Click WebCT Vista Section Creation & Student Load Form
- Type your Net ID & Password
- Click on Section Management
- Click on current semester
- Select general section and then click on Submit
- Click on your Course Name
- Select your Sims sections to create Vista Sections
- When prompted I suggest your put all of your sections for one course into one Vista section. (This makes it where you import and change settings each time only once)

How to Login to WebCT Vista:

- Go to <http://elearning.tamu.edu>
- Click on TAMU under WebCT Logins
- Type your Net ID & Password to login
- The first time you login an intro page will appear. I suggest checking the box "Do Not Show this Page Again"

How to Create Your Excel Spreadsheet:

(Note: I would wait until after the last add/drop day to create your spreadsheet)

- Once logged in, Click on the name of your course, then teach, then Gradebook, and then View All
- Click on Export to Spreadsheet (keep all settings), and then click export
- Save as text document
- Open Excel
- Open Document (If needed click Next, Next, Finish)
- Save Document as Microsoft Excel File

Up keeping your Excel File:

- You can delete, add, reorder, really do anything to your file. Just make sure to leave Last Name, First Name, User ID, and Section columns and make sure that the first row of your spreadsheet contains the titles of your columns.

Importing Grades into WebCT Vista:

- Save your Excel File as text(tab delimited) file and click yes to all warnings
- Login to WebCT Vista
- Click on course, then teach, the Gradebook, and then View All
- Click on Import from Spreadsheet
- Click Browse and find text file
- Change separator to Tab and then click Upload
- Typically you can leave everything as is at this point. If there's a column in your spreadsheet that you don't want to import into WebCT Vista you can use the drop down menu next to it.
- Click Import
- Once the spreadsheet is imported click ok.

Settings that need to be changed each time you import the spreadsheet:

- Click Column Settings
 - Check above the columns you added and then click on Release
 - Check above the columns you added and then click on the drop down menu: "Grade: Yes" and then click on the green arrow
 - Click on Back to grade book
- Click on Reorder Columns
 - Reorder and hide columns you do not want them to see
 - Click Save