

## ■ "CLICKERS" - exporting PRS gradebook to WebCT



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### To export the PRS gradebook

1. Open the PRS software and click the Gradebooks tab.
2. Select the gradebook you wish to export. Once highlighted, click Export Gradebook.
3. From the choices for Export Format, select WebCT (with Net ID). Click OK.
4. Type a file name with the .txt file type (name.txt). Click Select.
5. Click OK when you see the Export Gradebook confirmation message.

### Prepare the file for WebCT

1. In Excel, from the File menu, select Open.
2. For the Files of type, select All Files (\*.\*).
3. Look in My Documents\PRS\Exports to find the file you just exported (name.txt). Click OK.
4. Use the Text Import Wizard to specify
  - o Original data type - Delimited. Click Next.
  - o Delimiters - check only Comma. Click Next.
  - o Select the Student ID column to highlight it. Column data format - Text.
  - o Click Finish.
5. Delete Name and First columns by right-clicking the letter of each column and selecting Delete.
6. From the File menu, select Save. When you see the message that features are not compatible, click Yes.

### Upload to WebCT

1. Logon to WebCT and access your course.
2. Click the Control Panel | Manage Course | Manage Students.
3. Under Options: Records select Import student data. Click Go.
4. Browse to your name.txt file, and upload the file into MyFiles. Click Add selected.
5. For Separator, select Tab. Click Import.
6. You should see Import Confirmation messages regarding your columns. For each column you want created, select Create New and click Continue. For any column you don't need, select Ignore and click Continue.
7. Below the box with the Import Confirmation: Field Names Resolved select Continue.
8. For the Import Confirmation: Final Confirmation page, if the Student ID field does not exist, make it Alphanumeric and select the appropriate type for your other columns.
9. Once you have reviewed the updates and made a note of any field errors, click Continue. Your gradebook will now show with the updated columns.

