

Importing Attendance to WebCT

You can add as many Attendance sessions as you wish into your WebCT gradebook. Quick description of the process: **a/** you need to export a PRS session, **b/** run the conversion tool to make the file compatible with WebCT gradebook and **c/** then import file into WebCT.

To import one day at a time:

IN PRS SOFTWARE:

1. Go to the Sessions tab in PRS. Select the attendance session you wish to import.
2. Click Export Session
3. IMPORTANT: Select **Blackboard Vista with Student ID (csv)**
4. Select a directory to save your file in. By default the file is saved to my documents\prs\exports

USING ONLINE CONVERSION TOOL:

5. Now we need to convert this file so that it contains UMS ID's. Go to <https://umservices.umaine.edu/prs/translate.cgi> and enter your UMS ID and password
6. Click browse, and navigate to the CSV file you wish to convert. In the dropdown select insert UMS ID, then click send. You will see a download box pop up. This is the correctly formatted file to insert into webCT. Save it in the same place as your export.

IMPORT INTO WEBCT:

7. Go to <http://webct.umaine.edu> and log in. Go to the teach tab and select the gradebook of the course you are importing grades into.
8. Click Import From Spreadsheet. Select the converted CSV file. Click OK.
9. You will now see all the columns in your spreadsheet. Import column user ID should match up with User ID in the gradebook field. For the attendance column, click the dropdown box and select Add as New Column. Set the rest of the dropdown menus to "**Do not import**".
10. Click import.
11. **RELEASING THE NEW COLUMN TO STUDENTS:** The column is now in your gradebook **but hidden**. In the upper right hand corner of the gradebook, click Grade Book Options, then select column settings. Find your new column and check the checkbox next to its heading. Then click the Release button all the way to the left below the gradebook. You should now be able to see your column in the gradebook.

To import all at once:

1. Go to the gradebook tab in PRS.
2. Click Export gradebook
3. Select Blackboard Vista with Student ID (csv)
4. Select a directory to save your file in. By default the file is saved to my documents\prs\exports
5. Now we need to convert this file so that it contains UMS ID's. Go to <https://umservices.umaine.edu/prs/translate.cgi> and enter your UMS ID and password
6. Click browse, and navigate to the CSV file you wish to convert. In the dropdown select insert UMS ID, then click send. You will see a download box pop up. This is the correctly formatted file to insert into webCT. By default, the filename is output.csv. Save it in the same place as your export.
7. Go to <http://webct.umaine.edu> and log in. Go to the gradebook in the teach tab of the course you are importing grades into.
8. Click Import from Spreadsheet. Select the converted CSV file. Click ok.
12. You will now see all the columns in your spreadsheet. Import column user ID should match up with User ID in the gradebook field. For all the attendance columns, select Add as New Column. Set the rest of the dropdowns to do not import.
13. Click import. You will see a page showing you the columns you ignored. Click ok.
14. The column is now in your gradebook but hidden. In the upper right hand corner of the gradebook, click Grade Book Options, then select column settings. Find your new column and check the checkbox next to its heading. Then click the Release button all the way to the left below the gradebook. You should now be able to see your column in the gradebook.

Calculating a final attendance grade:

1. From your webCT gradebook, select Create Column, and click Calculated

2. name the column
3. Click on the new column name, and click edit formula.
4. Here we can create a formula to compose the grade. Click the AVG button on the calculator to the left. Then, click the first attendance grade. You will see the formula being displayed in the field above. Click Enter Another Value, and click another column. Repeat until all the columns are in the formula. Then click End Function, and then ok. The grade should now be calculated for each student as an average of all there attendance grades.