

How to Create a Grade Sheet by Exporting WINGS Express Data into Excel

1. Log into **WINGS Express** by clicking the WINGS Express icon located in the upper-right corner of WINGS. (Figure 1)



Figure 1

2. Click on the **Faculty/Advisor** tab.
3. Click on the **Final Grades** link. (Figure 2)

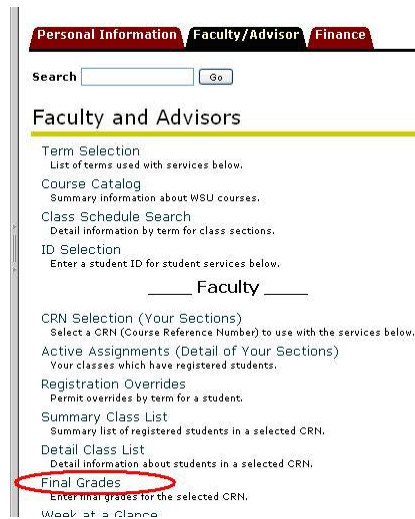
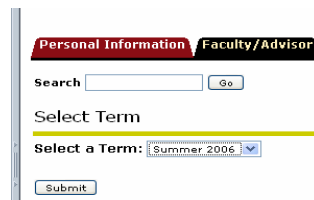


Figure 2

4. Select a **Term** from the drop-down list and click **Submit**. (Figure 3)



5. Select the **Course** from the CRN drop-down list and click **Submit**. (Figure 4)

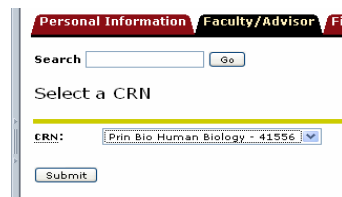


Figure 4

- Click and drag to **highlight the information to be exported** into Excel. (Figure 5)

Enter final grades. DO Not enter last attendance date and hours. If Confidential appears next to a student's name, the personal information is to be kept confidential.

Course Information
Principles of Biology: Human Biology - BIO 111 101
 CRN: 41556
 Students Registered: 2

Please submit the grades often. There is a 60 minute time limit starting at 10:10 am on May 18, 2006 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Cassie, Emma	U00031507	4.000	**Registered** May 03, 2006	None	N			2
2	Steele, Amanda J.	U00010263	4.000	**Web Registered** May 09, 2006	None	N			3

Submit Reset

Please submit the grades often. There is a 60 minute time limit on this page.

Figure 5

- Click **Edit** from the browser menu and select **Copy**.
- Open Microsoft Excel to a **blank workbook**. Click in cell **A1**. Click **Edit** from the Excel menu bar and select **Paste**. (Figure 6)

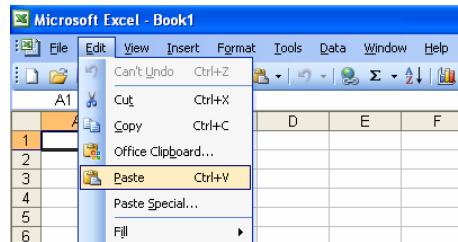


Figure 6

- The information should look similar to Figure 7.

The screenshot shows the Microsoft Excel interface with the data from Figure 5 pasted into a new workbook. The data is organized into columns A through J, with the first row (row 1) containing the headers and the subsequent rows containing the student data.

	A	B	C	D	E	F	G	H	I	J
1								Last Attend Date	Attend Hours	Registrati on
2	Record Number	Student Name	ID	Credits	Registrati on Status	Grade	Rolled	MM/DD/Y YYYY	0-999.99	Number
3		Cassie, Emma	U00031507	4.000	**Registered**	None	N	Attend Date	Attend Hours	
4	1	Emma	7	4	3-May-06	Code	N			2
5		Steele, Amanda J.	U00010263	4.000	**Web Registered**	None	N	Last Attend Date	Attend Hours	
6	2	J.	3	4	9-May-06	Code	N			3
7										

Figure 7

- To remove any unwanted columns, highlight the area of cells, click **Edit**, and select **Delete**. (Figure 8)

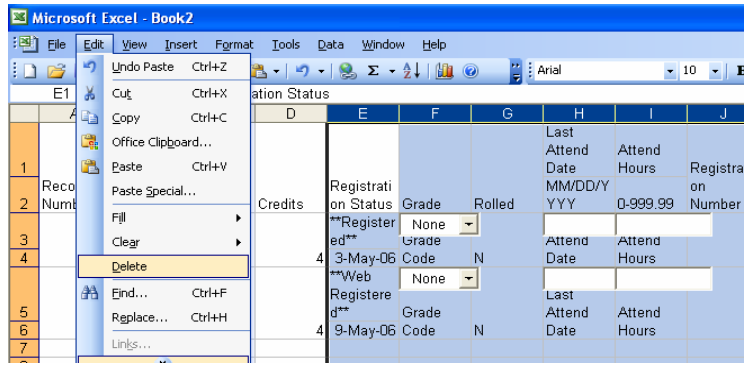


Figure 8

11. The final result should look similar to Figure 9. **Note:** The blue underlined Student Name is actually a link back to WINGS Express to get general information regarding the student. Additional columns can be added for tests, quizzes, papers, etc. to create a functional gradebook.

The screenshot shows a simple table in Microsoft Excel with three columns: Record Number, Student Name, and ID. The Student Name column contains two entries: 'Cassie, Emma' and 'Steele, Amanda J.', both of which are blue and underlined, indicating they are hyperlinks.

Record Number	Student Name	ID
1		
2	Cassie, Emma	U00031507
3		
4	1 Steele, Amanda J.	U00010263
5		
6	2	
7		

Figure 9

For Faculty Using WebCT: Exporting Data into Excel

1. Log into **WebCT** and from the homepage click on the **Control Panel** button. Click on **Manage Course** and then click on **Manage Students**.
2. Select **Download** from the Records Options and click **Go**. (Figure 10)

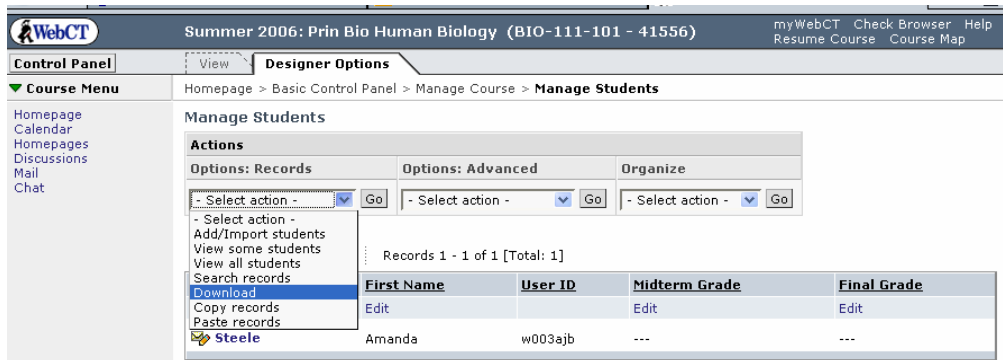


Figure 10

3. From the Download screen, select **Tab** from the Records drop-down box and click the **Download** button. (Figure 11)

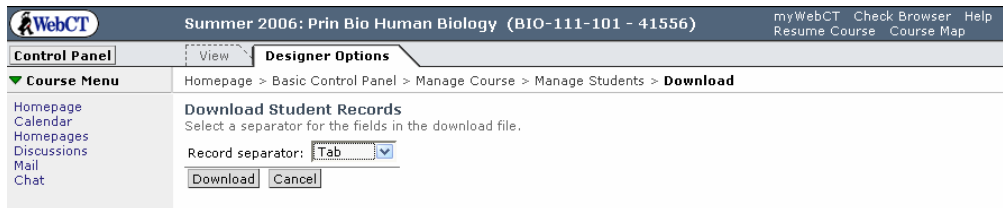


Figure 11

4. If asked about file handling, save the file to the desktop, or some other area easily accessible for retrieval, and click **OK**. (Figure 12)

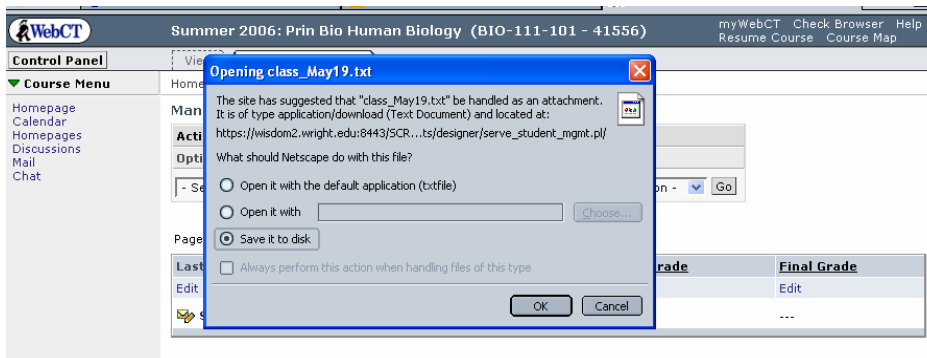


Figure 12

5. Open Excel and click on the **Data** menu. From the Data menu, click on **Import External Data**. From there, select **Import Data...** (Figure 13)

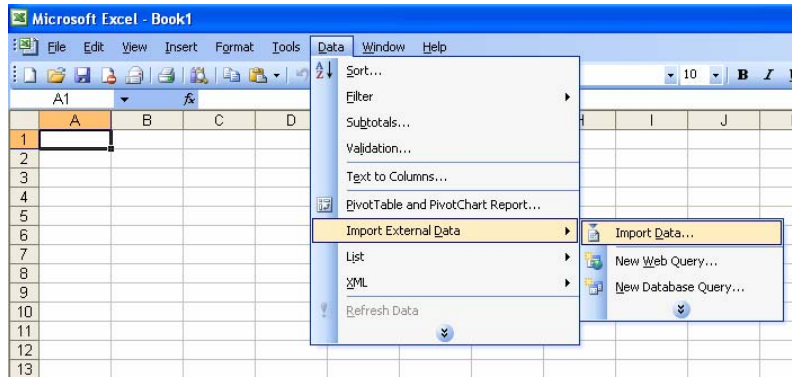


Figure 13

6. Select the file that was saved in Step 4. (Figure 14)

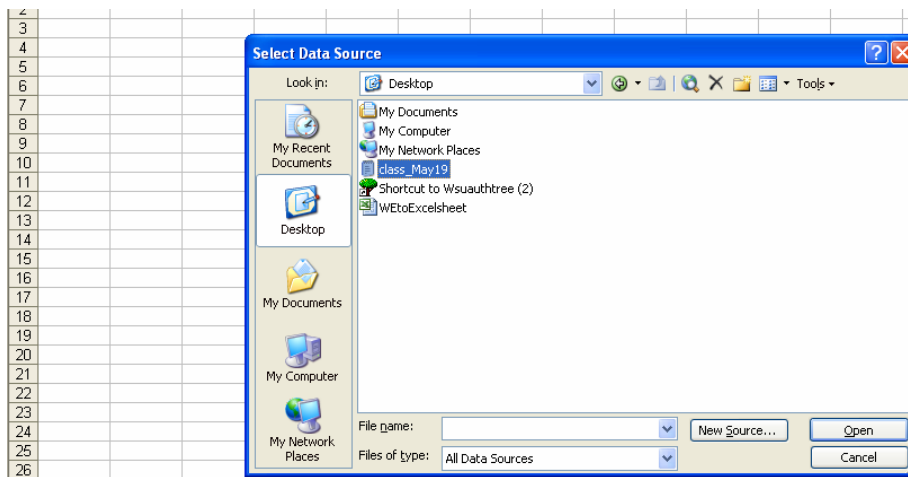


Figure 14

7. Choose the following options from the wizard to complete the import process. (Figures 15 – 18)

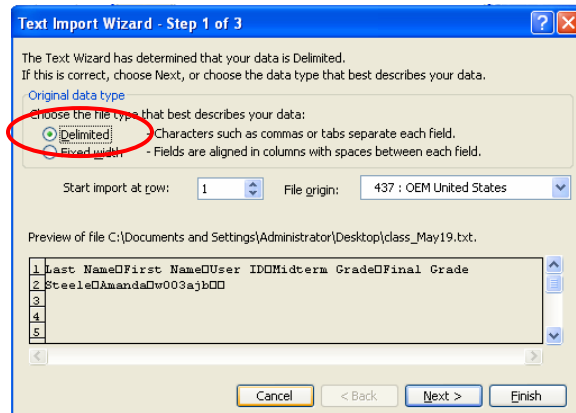


Figure 15

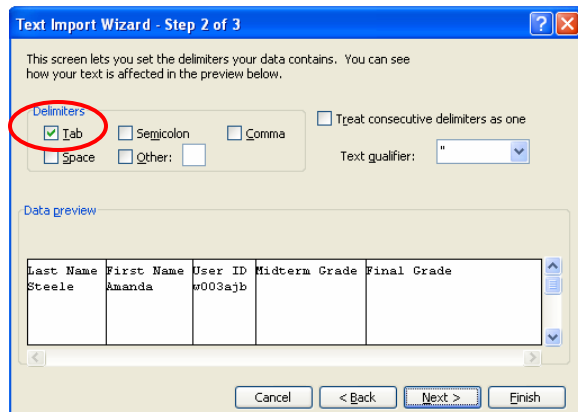


Figure 16

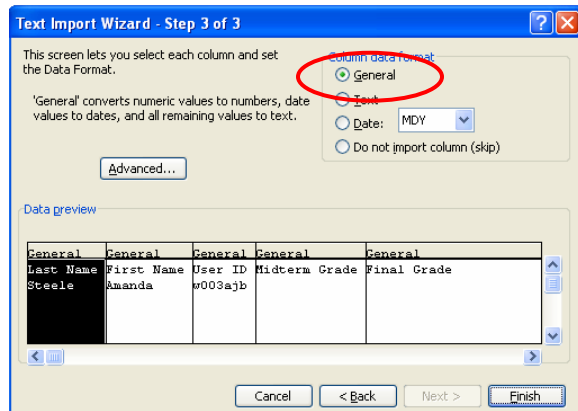


Figure 17

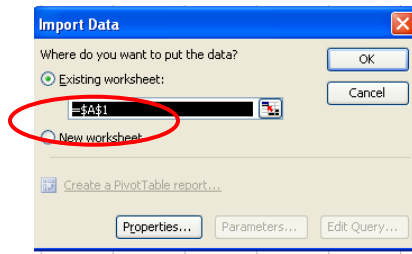


Figure 18

8. The Excel worksheet should now look like Figure 19.

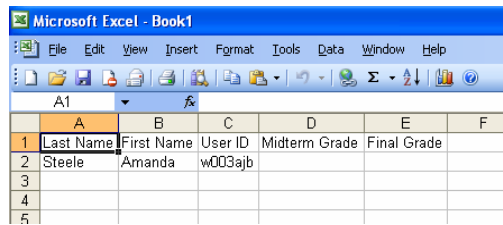


Figure 19

Importing with a Macintosh

When using a Macintosh and importing from WINGS Express, some text will need to be removed and columns are not cleanly pasted. When the Student Records are downloaded from WebCT a screen will appear in the foreground with the downloaded information. Click on Edit/Copy then go to Excel and click on Edit/Paste. The Student Records will then appear in a usable format.

Need Help?

If you have questions, contact the CaTS Help Desk by calling 937.775.4827 or sending e-mail to helpdesk@wright.edu. Instructional videos are also available at the **WINGS Resource Center** at: <http://www.wright.edu/wrc>.