



# WebCT OWL

A photograph of a modern, multi-story building with a light-colored brick facade and large windows. The building is set against a clear blue sky. In the foreground, there is a green lawn with several young trees supported by wooden stakes. A white bus is visible in the distance on the right. A large purple arc is overlaid on the top right of the image, framing the title text.

## Using MMS with the OWL Grade Book

# Overview

While MMS provides you with an easy way to maintain and manage your students' grades, the OWL Grade Book offers a simple and secure method of distributing these grades to your students. This manualette will discuss how you can transfer grades from MMS into the OWL Grade Book, as well as export grades from the OWL Grade Book into MMS.

## Transfer Grades from MMS to OWL

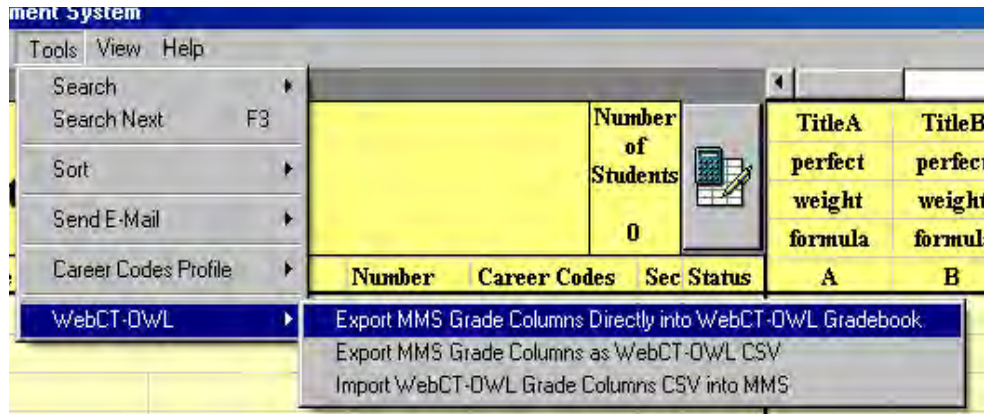
There are two ways to transfer grades from your MMS file into WebCT-OWL:

1. Direct Transfer (recommended)
2. Export using a spreadsheet file

## Directly Transfer from MMS to OWL

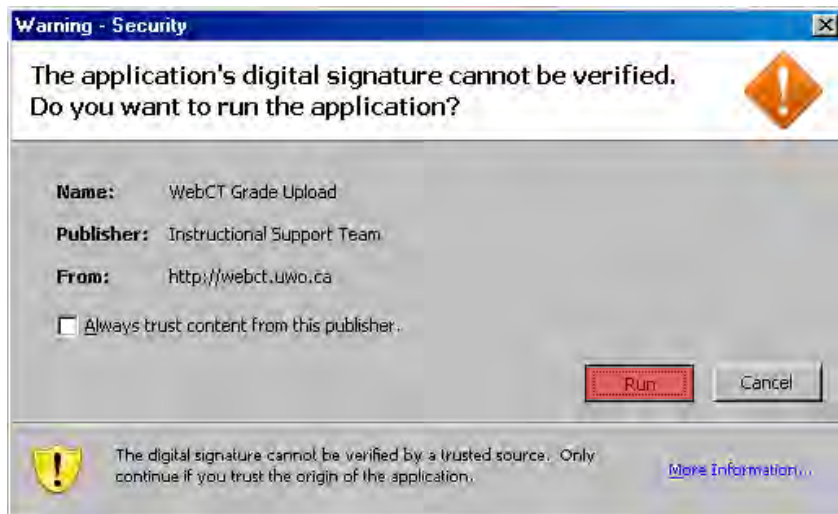
Once you have completed entering grades into MMS, go to:

Tools > WebCT-OWL > Export MMS Grade Columns Directly into WebCT-OWL Gradebook



Select the columns you wish to transfer by clicking on their corresponding letter.

After clicking 'OK', Java will load and you may be asked to run the application. If you get this message, click on 'Run'.

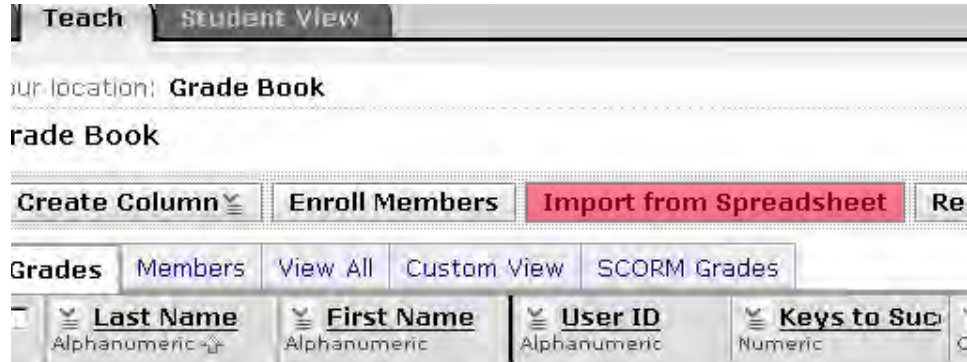




## Notes

Select a location and enter a name for the file and click 'Save'. Hint: it is easiest to save it to the desktop, rather than deep within your documents.

At this point, open up WebCT-OWL, enter your Grade Book, and click on 'Import from Spreadsheet'.



Simply browse for the csv file you created in MMS. Leaving the Separator and Character Set as Comma and Unicode (UTF-8), respectively, click on 'Upload'.

### Import File

Select the course file that you would like to upload.

File:  Browse...

Separator:

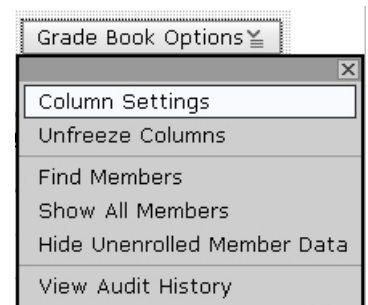
Character Set:

If you would like to import a column without overwriting the existing data for that column, select 'Add as new column' from the drop down menu. Alternatively, selecting 'Do not Import' will not upload any changes.

Note that in most cases the default selections are desirable. After importing, you are brought to the gradebook and you should see the changes.

If you selected 'Add as new column', it will not be visible automatically. To change this,

- click on 'Grade Book Options' and then 'Column Settings'
- find the column, and click on 'Text'
- change the column type to 'Numeric' and click save



When you return to the Grade Book, the new column should be visible.

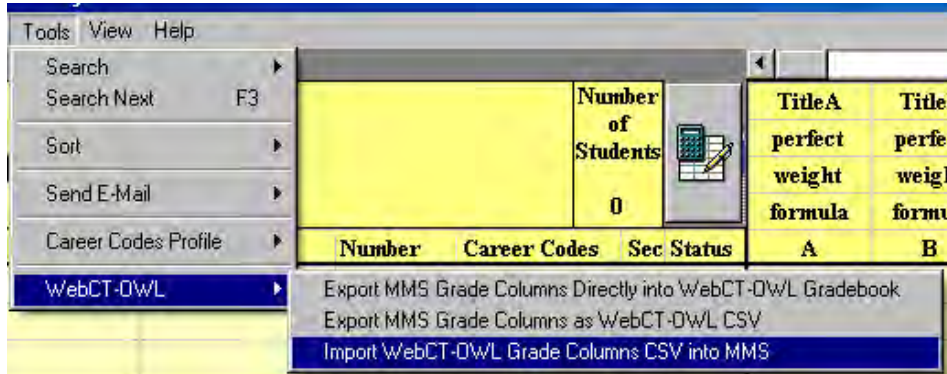
## Exporting Grades from OWL to MMS

Begin by going to the OWL Grade Book and clicking on 'Export to Spreadsheet' near the bottom of the page. At the next page, you may leave the default settings and click 'Export'.



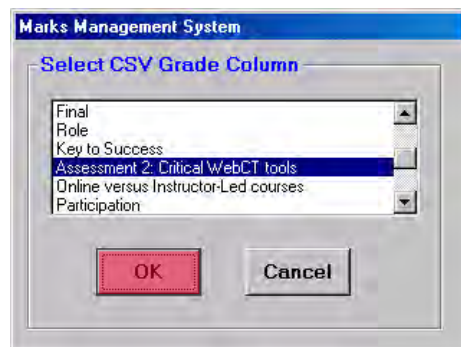
You may be prompted to either save or open the file. Saving the file to your computer's desktop is a good idea.

In MMS, go to Tools > WebCT-OWL > Import WebCT-OWL Grade Columns CSV into MMS

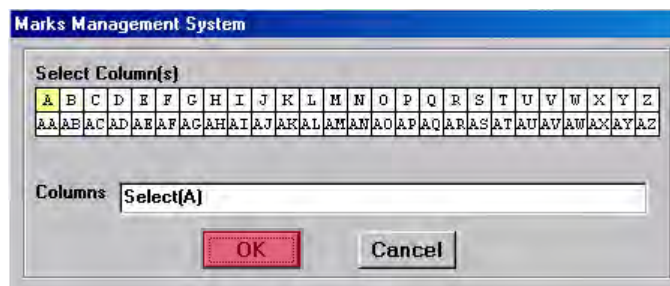


Browse for the file you exported from OWL and hit 'Open'.

When prompted, select a grade column you wish to import into MMS and hit 'OK'.



Finally, select where you would like the column placed in MMS and hit 'OK'.



GETTING HELP WITH ONLINE COURSES

The OWL Administrators manage and support the OWL online learning environment and can be contacted at [webct-admin@uwo.ca](mailto:webct-admin@uwo.ca). ITS instructional faculty contacts are listed at: <http://www.uwo.ca/its/itrc/webct-itrc-contacts.pdf>

QUESTIONS ABOUT OWL TOOLS

The Instructional Technology Resource Centre (ITRC) provides support for the development and use of instructional technology materials and tools. The ITRC is available for drop-in faculty support in Room 4320, Support Services Building and the Teaching Support Centre, Room 122, D.B. Weldon Library. The ITRC can be reached at 519-661-2111 Ext. 85513

OWL TRAINING

Hands-on OWL training is offered regularly throughout the year. A link to the training schedule will be on the OWL homepage at <http://webct.uwo.ca/>

INSTRUCTIONAL DESIGN

Faculty are encouraged to visit the Teaching Support Centre, Room 122, D.B Weldon Library, (519-661-2111, ext. 84622 or [tsc@uwo.ca](mailto:tsc@uwo.ca)) to discuss issues of course design.

OWL MANUALS, TUTORIALS, AND ONLINE SUPPORT

After logging into OWL, you should see a link to Faculty Support – Online Learning at Western where you can access the OWL reference manual and animated tutorials for common tasks. A faculty discussion area is also available.

STUDENT PROBLEMS WITH OWL

If your students are experiencing problems with OWL, please direct them to the ITS Customer Support Centre at 519-661-3800. Troubleshooting information is also available online. A list of common problems and solutions are available at: <http://webct.uwo.ca/commonProblems.html>.

Students should also ensure their computer is properly prepared by visiting: <http://webct.uwo.ca/checkMyBrowser.html>

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Need Help with OWL?  
Instructional Technology Resource Centre  
Room 4320 Support Services Building / Room 122 D.B. Weldon Library  
519-661-2111 ext. 85513  
<http://www.uwo.ca/its/itrc/>  
[itrc@uwo.ca](mailto:itrc@uwo.ca)