

Technology and Learning Program : Export Student Scores to the Vista Grade book (Windows)

This page last changed on Apr 03, 2008 by [estecklow](#).

Introduction

A **Session** file is where student's clicker responses are recorded. The data in a session file can then be exported to the Vista grade book. TLP recommends that you don't use clickers for major exams or assignments.

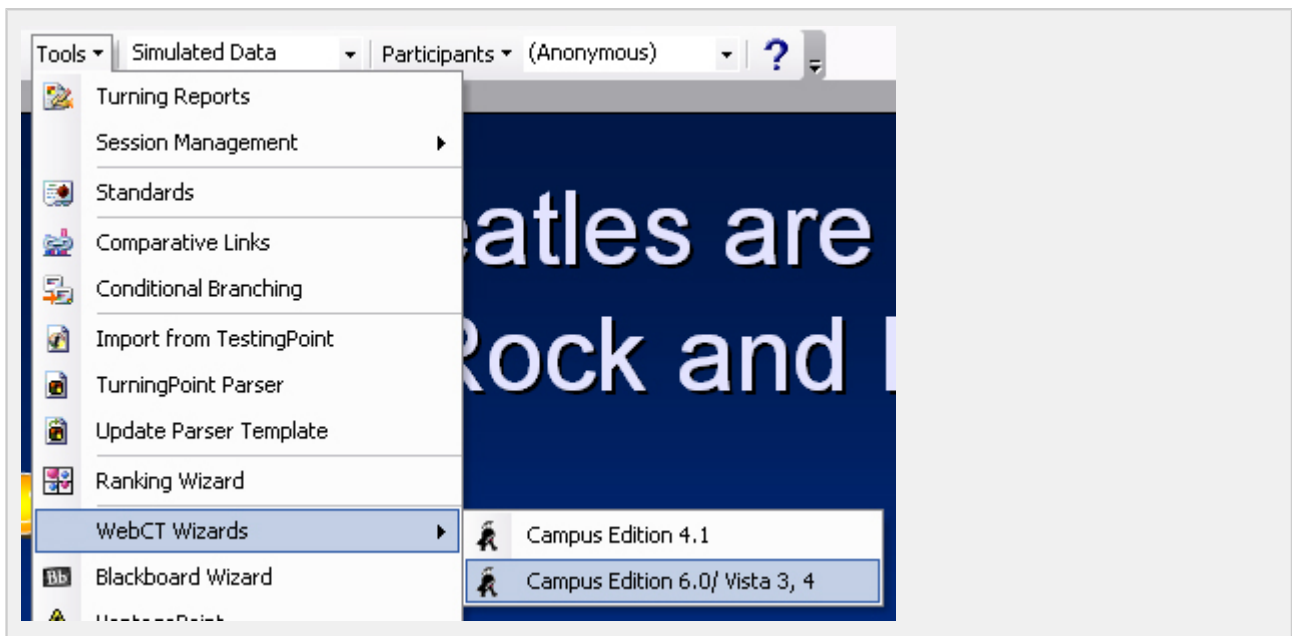
Important Note: It's crucial to complete the following two procedures first:

- Setting Point Values for Questions (**See the tutorial**).
 - By default TurningPoint gives a each question a value of 100 points. This procedure and tutorial allows you to set point values as you would like them.
- Save and backup your Session files (**See the tutorial**).
 - The session file is where your student's clicker responses are recorded. Therefore protecting this data is important. This also helps ensure that you're exporting the correct information to the Vista grade book.

If you have already completed the above two procedures, then proceed with the steps outlined below.

Export a Session into your Vista Grade book

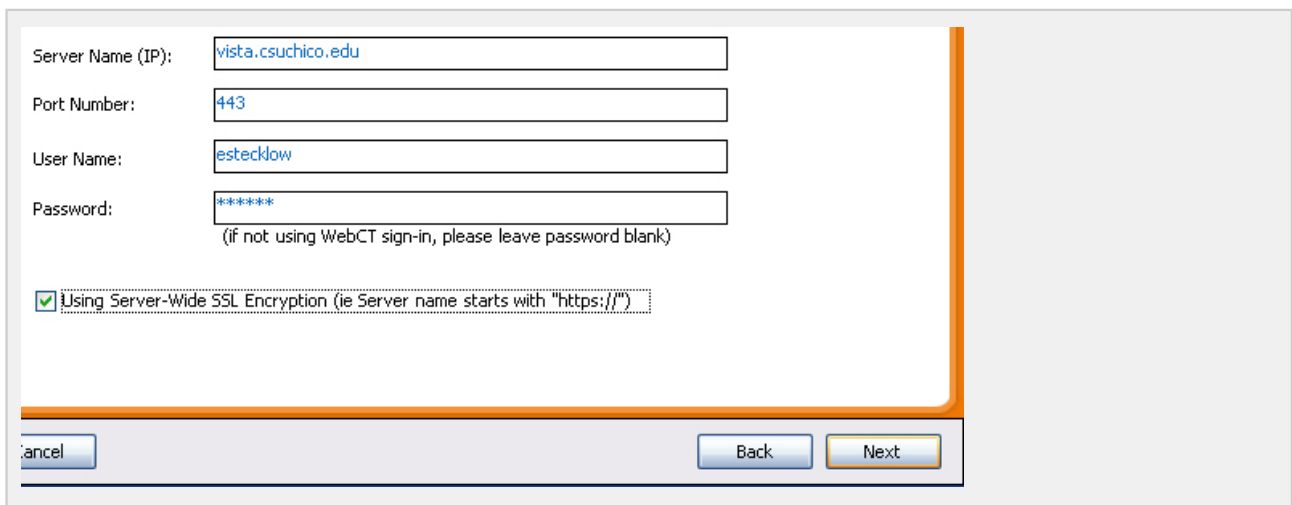
Begin by selecting the **Tools** menu from the TurningPoint toolbar. Then select the **WebCT Wizards** and **Campus Edition 6.0 / Vista 3, 4**.



Select the **Export Student Data** option and then select **Next**. Make sure all the information is entered into the appropriate spaces as it is below:

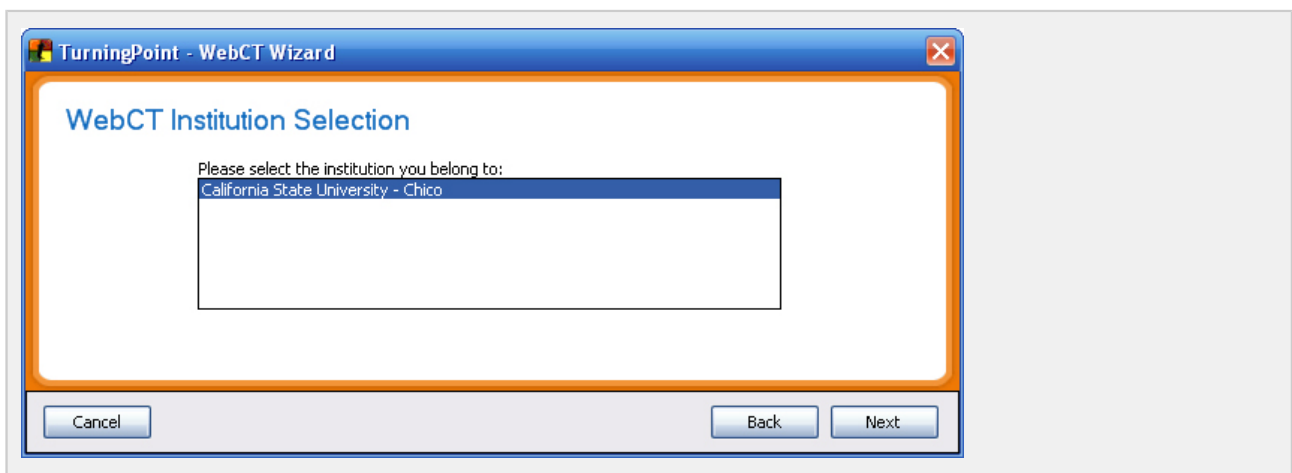
Server Name: **vista.csuchico.edu**
Port Number: **443**
User name: **Your portal id**
Password: **Your portal password**
Check: **Using Server-Wide SSL Encryption**

Then select **Next**.



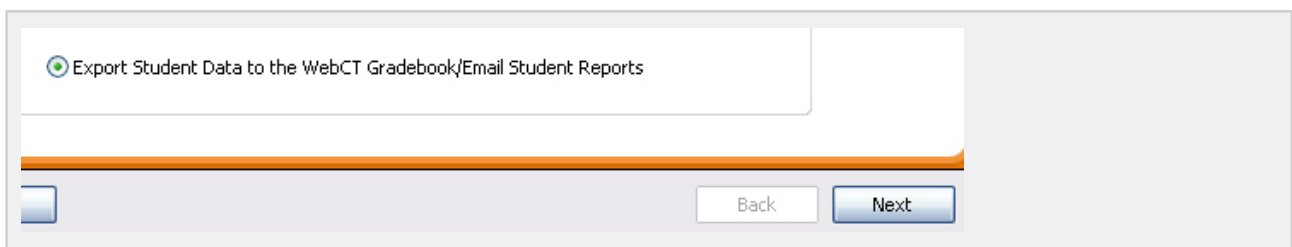
A screenshot of a web-based configuration window. It contains four input fields: 'Server Name (IP):' with the value 'vista.csuchico.edu', 'Port Number:' with '443', 'User Name:' with 'estecklow', and 'Password:' with '*****'. Below the password field is a note: '(if not using WebCT sign-in, please leave password blank)'. There is a checked checkbox labeled 'Using Server-Wide SSL Encryption (ie Server name starts with "https://")'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.

Select **California State University, Chico** from the institution list. Then select **Next**. You may have to wait a minute or so as the computer needs time to access the server over the internet.



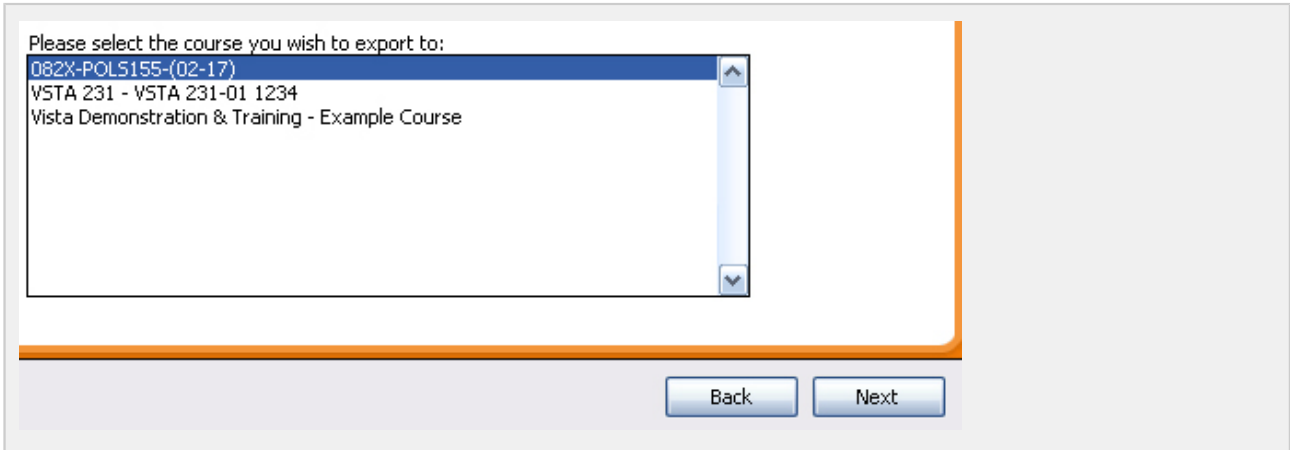
A screenshot of a window titled 'TurningPoint - WebCT Wizard'. The main heading is 'WebCT Institution Selection'. Below the heading, it says 'Please select the institution you belong to:' followed by a list box containing 'California State University - Chico'. At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'.

In this screen, select the **Export Student Data** option. Then select **Next** again.



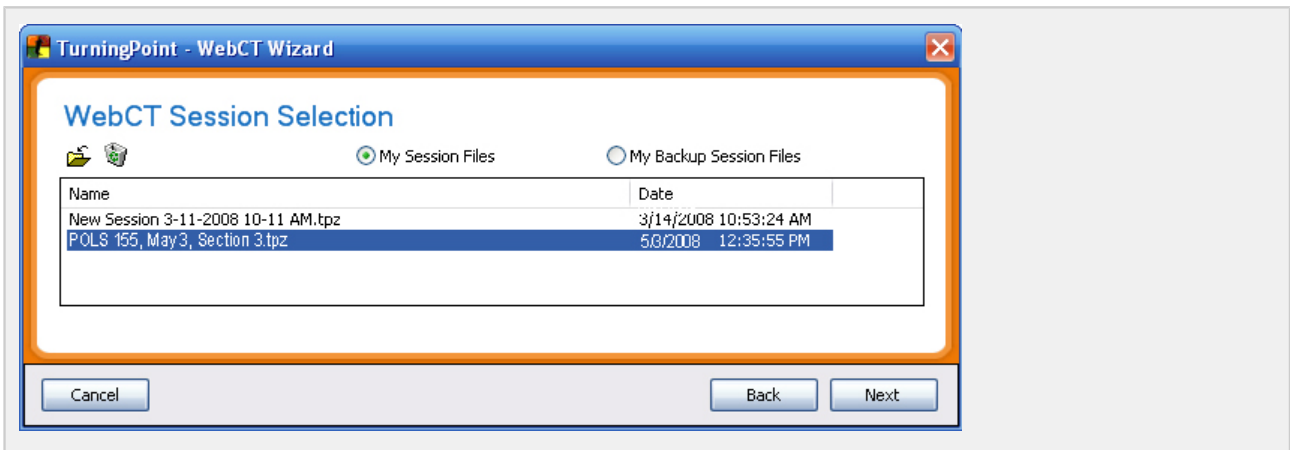
A screenshot of a configuration window showing a single radio button option: 'Export Student Data to the WebCT Gradebook/Email Student Reports'. At the bottom, there are two buttons: 'Back' and 'Next'.

Now you should be seeing a list of your Vista courses. Select the appropriate course from the list, and then select **Next**.

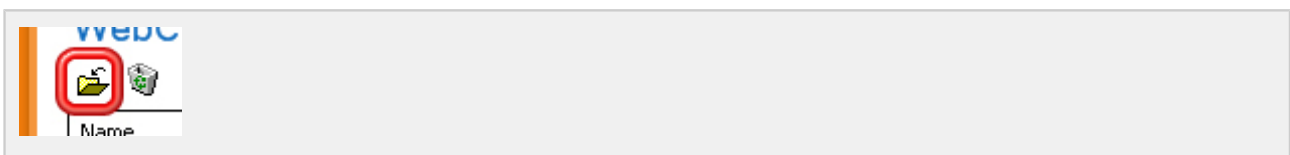


Now you should be seeing a list of all the session files that are located in the default TurningPoint Sessions folder.

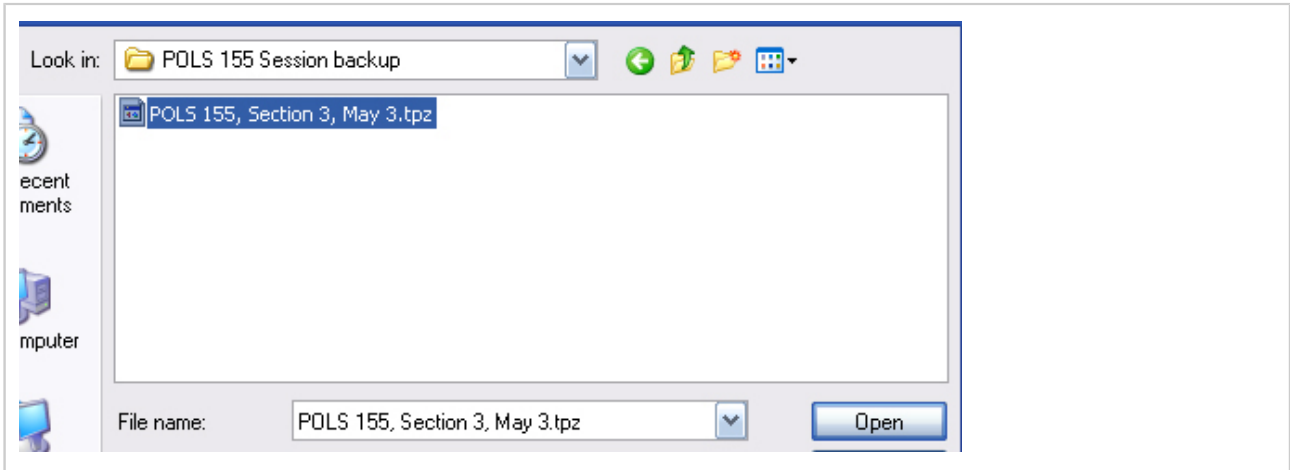
If your session file **is** in this list, select the **title of the session** from the list and then select **Next**.



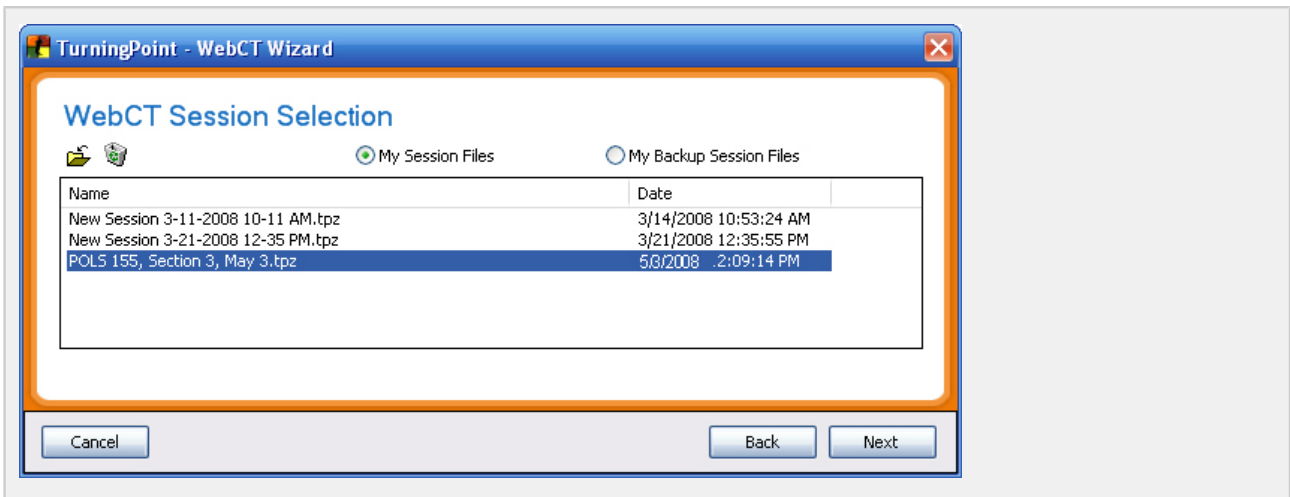
If your session **is not** in this list and is therefore saved somewhere else, select the **folder** icon at the top left.



Use the new dialogue box to browse to the place where your session file is located. Once you have found the session file, select the file and then select **Open**.



The session file should now appear in the list. Select the **title of the session** from the list and then select **Next**.



You are now at the Export/Preview options screen. Here you can do a final check to see if the information you're exporting to the Vista grade book appears correct.

If something looks out of place, don't select Finish. Instead, select **Cancel** and refer to the **Edit Session** tutorial for assistance.

Otherwise, select **Finish**. The scores will now be exported to the Vista grade book.

WebCT Export Preview/Options

WebCT ID	Name	Score
webct_demo_822284...	Student, Demo	0
	,	2
	,	0
	,	0

Add grades shown above to WebCT gradebook

Column Header: Maximum Value:

Email individualized reports to students through WebCT

Cancel

Back

Finish