

## How to Upload Teaching Data into Who's Teaching What (WTW)

To avoid requiring double data entry, all of the teaching data that can be edited within the WTW web interface can be supplied via a data upload of a tab-delimited text file to WTW from the Upload page: <https://eduapps.mit.edu/wtw/dataUpload.htm>.

There are three ways the upload can be used:

1. Assign sections to subjects
2. Assign teachers to sections
3. Assign students to sections

The first two are typically used by departments which keep their own databases of how subjects are organized, and which instructors teach in which sections. The third is the most common use of the upload; some departments already have student section rosters available in Stellar which can be downloaded, reformatted, and uploaded to WTW.

Using the upload feature can be a real timesaver if you have a lot of data to enter at once, e.g. a subject with 700 students who need to be assigned to a particular recitation section, and you already have that data at your fingertips in another file. This document will explain how to prepare and upload your file.

For more help with the upload process, contact [sehelp@mit.edu](mailto:sehelp@mit.edu).

### Contents

1. Assigning sections to subjects.....	page 2
2. Assigning teachers to sections of subjects.....	page 3
3. Assigning students to sections of subjects.....	page 6

## 1. Assigning sections to subjects

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Use this to:

- Add a new section to an existing subject
- Edit an existing section of an existing subject
- Cancel an existing section of an existing subject

### Step 1. Arrange your data in the proper format

Each row in your file should be one section of one subject. The columns should have this data, in this order:

- **Subject number** (e.g. 8.01) — for cluster (joint or meets-with) subjects, do not include J at the end of the number
- **Section ID exactly as listed in MITSIS** (e.g. L01) — if creating a new section, leave this field blank but keep a column for it
- **Section format abbreviation** (e.g. LEC) — contact OFS, sehelp@mit.edu, for a current list of section format abbreviations for your department
- **Department section name** (e.g. L1 or L01 or A — use either the MITSIS Section ID or your department's own term for the section)
- **Meeting days and time** (e.g. MW4-5.30 — one column, not two). Use the following format:
  - sections that meet for an hour: T2
  - sections that meet longer than an hour: R2-3.30
  - sections that meet at the same time on more than one day: TWR2
  - sections that meet different times on different days: TR11,F2
  - evening sections: T EVE (7-10 PM)
  - sections which begin or end on dates other than the normal term dates: MWF1-2.30 (BEGINS MARCH 28)
  - sections without a regular meeting time/room: \*TO BE ARRANGED
- **Meeting location** (e.g. 10-250)
- **Data operation value** (A=Add new record, D=Delete record, U=Update record)

Do not include a header row for these columns, i.e., don't put the words "Subject Number", etc. in the first row. Your file should only contain data.

Make sure your subject number column is formatted as text, so that subjects which end in 0 don't have the 0 cut off.

Here is an example of how your file should now appear:

```
8.01  L01  LEC  L1  MTW10 5-201  U
8.01  R01  REC  R1  5-201  D
8.01  REC  R2  MF3  5-202  A
```

Note that if you're deleting a section, it's OK to leave the days/times and room fields blank.

## Step 2. Save your file as a text file

You can name the file whatever you want, as long as it has the .txt extension.

**PC users:** Save as tab-delimited text (.txt).

**Mac users:** If you are starting with an Excel spreadsheet, save as the format Windows-Formatted Text. If you are exporting from Filemaker, in the Export Records to File window, export as Tab-Separated Text. Then on the Specify Field Order for Export screen, choose Output file character set=Windows ANSI.

## Step 3. Upload your text file

The URL for uploading data to WTW is: <https://eduapps.mit.edu/wtw/dataUpload.htm>

- You can also get to this page by entering Who's Teaching What and choosing "Upload Data" from under the ENTER TEACHING DATA tab.
- Under SELECT DATA TYPE TO UPLOAD, select "Assign Sections to Subjects."
- Under SELECT TERM, choose the desired term. You will not be able to upload data for the current term until after the 5<sup>th</sup> week, to prevent conflicts with the Schedules Office.
- Under SELECT DEPARTMENT, choose your department.
- Browse for your text file and select it, then click Upload.

The WTW import process will first make sure your file is in the correct format. If it is not, you will get an error message "Invalid upload file format at row 1 in upload file: Data not matching required format in file."

If the file format is correct, the WTW import process will then attempt to add, delete, or update each record as indicated. You will see a confirmation of the results. If the specified operation cannot be accomplished, the row will be skipped and an error message generated.

## 2. Assigning teachers to sections of subjects

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Use this to:

- Assign teachers to sections
- Remove teachers from sections
- Edit the teaching roles of teachers assigned to sections

### Step 1. Arrange your data in the proper format

Each row in your file should be one teacher assigned to one section of one subject. The columns should have this data, in this order:

- **Subject number** (e.g. 8.01) for cluster (joint or meets-with) subjects, do not include J at the end of the number
- **Section ID** exactly as listed in MITSIS (e.g. L01)
- **Teacher's MIT ID** (e.g. 900012345)

- **Teacher's Kerberos ID** (e.g. santucci) — you must add this column. However, it is OK to leave the data blank. It's an optional check to verify that you have the right MIT ID matched with the right person.
- **Instructor role ID** (e.g. 501)
  - For single subjects (not joint or meets-with), see the Preferences page in WTW to get a list of role ID numbers for your department.
  - For cluster subjects (joint or meets-with), contact OFS, sehhelp@mit.edu, for a list of role ID numbers to use with cluster subjects. You cannot use single-subject role IDs for cluster subjects and vice versa.
- **Data operation value** (A=Add new record, D=Delete record, U=Update record)

Do not include a header row for these columns, i.e., don't put the words "Subject Number", etc. Your file should only contain data.

Make sure your subject number column is formatted as text, so that subjects which end in 0 don't have the 0 cut off.

Here's an example of how your file should now appear:

8.01	L01	900036339	santucci	322	A
8.01	R01	900036339	santucci	123	A
8.01	R02	945309888		596	D

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- Under SELECT TERM, choose the desired term. You will not be able to upload data for the current term until after the 5<sup>th</sup> week, to prevent conflicts with the Schedules Office.
- Under SELECT DEPARTMENT, choose your department.
- Browse for your text file and select it, then click Upload.

The WTW import process will first make sure your file is in the correct format; if not, you will get an error message "Invalid upload file format at row 1 in upload file: Data not matching required format in file."

If the file format is correct, the WTW import process will then attempt to add, delete, or update each record as indicated. You will see a confirmation of the results. If the specified operation cannot be accomplished, the row will be skipped and an error message generated.

### **Prepopulating instructors from last year**

If you already use BrioQuery to access the Data Warehouse, you can run a query that imports WTW instructors from a year ago, save the results as a text file, and upload the file to WTW for the current term. If your instructors, subjects, and sections don't change very much from year to year, this may save you a lot of time.

Instructors will be placed in current subject numbers that match last year's subject numbers. They will be placed in current sections that match last year's names, e.g. a recitation instructor in R05 last year will be placed in R05 this year regardless of changes in meeting times and rooms. They will be assigned the same teaching roles as last year.

### **Important notes**

- If a current subject or section was not offered last year, you will have to add the instructors manually in WTW.
- If a current subject was a single subject last year but now is joint or meets with other subject number(s) or vice versa, you will have to add the instructors manually in WTW.
- If a subject or section was offered last year but is no longer offered, or if someone taught last year but is no longer at MIT, you will get error messages when you try to upload those instructors. You will have to add the current instructors manually in WTW.
- It is the user's responsibility to thoroughly review prepopulated instructors in WTW after uploading and ensure that instructors are up-to-date for the current year.
- If there have been changes to the teaching lineup since the last time the subject was offered, the user must delete the old instructor and add the current instructor manually in WTW.

### **What you need to do**

1. Email [sehhelp@mit.edu](mailto:sehhelp@mit.edu) to request WTW access to the Data Warehouse and a copy of the necessary BrioQuery file (wtw\_teachers\_last\_yr.bqy).
2. Open the file in BrioQuery and click the Process button.
3. In the Term Selector window, pick the last like term and click OK. For example, if the current term is 2013FA, pick 2012FA.
4. In the Department Name window, pick your department and click OK. After a few moments, your results will appear.
5. In the BrioQuery File menu, choose Export – Section. Name the file whatever you want, but save it as type Excel (.xls). If you are accessing Brio through Citrix, be sure to save to your local disk.
6. Open the saved file in Excel and make two changes:
  - a. Delete the first row (the header row).
  - b. Delete the first column (the Term Code column).

7. In the Excel File menu, choose Save As, change the format to Windows-Formatted Text, and click Save. (You may need to click Continue and Save again, depending on your version of Excel.) The file is now ready to be uploaded to WTW. See “**Step 3. Upload your text file**” above.

### **3. Assigning students to sections of subjects**

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Use this to:

- Assign students to sections
- Remove students from sections

This type of upload is useful if you already keep a database that contains students’ names, MIT IDs, and section assignments for a given subject.

If your department uses the Gradebook feature in Stellar, you can obtain the names, MIT IDs, and section assignments easily by going to the subject’s Stellar site, choosing Gradebook, and using the Import Excel – Download Roster feature on the Gradebook dashboard.

#### **Important note:**

Please keep in mind that assigning students to sections is optional. It is only necessary if one or more of these conditions are true:

- you want to keep track of student section assignment data in WTW,
- you want to limit who students can evaluate so they won’t be able to rate someone who didn’t teach them, and/or
- you want to be able to break out overall results on the evaluation reports for individual sections as if they were separate subjects, e.g. to see how students in Recitation R03 rated the subject as a whole.

Students who are not assigned to any section may evaluate instructors in ALL sections.

When a student is assigned to a particular section (e.g. recitation), it becomes the only section, **of that type**, in which he/she can evaluate instructors. The student will still be able to evaluate instructors in other types of sections (e.g., lecture, lab, design, etc.).

#### **Step 1. Arrange your data in the proper format**

In Excel, open your file containing the student and section data you want to upload. Each row in your file should be one student assigned to one section of one subject. Rearrange the columns so you end up with only four columns containing data, in this order:

- **Subject number** (e.g. 8.01) — for cluster (joint or meets-with) subjects, do not include J at the end of the number. For cluster subjects, if you don’t know exactly which number the student is registered for, just enter a subject number that’s both within that cluster and within your department. The system will determine which registration belongs with which number and will assign the students correctly.
- **Section ID** *exactly as listed in MITSIS* (e.g. L01)
- **Student’s MIT ID number** (e.g. 900012345)

- **Data operation value** (A=Add new record, D=Delete record, U=Update record) — note that the operation is on student assignment to sections, not student registrations. If you're putting students in sections for the first time, you need to use "A".

Do not include a header row for these columns, i.e., don't put the words "Subject Number", etc. in the first row. Your file should only contain data.

If the subject number ends in 0, make sure your subject number column is formatted as text so the subject won't have the 0 cut off.

Here's an example of how your file should now appear:

```
8.01  L01  900036339  A
8.01  R01  900036339  A
8.01  R02  945309888  A
```

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