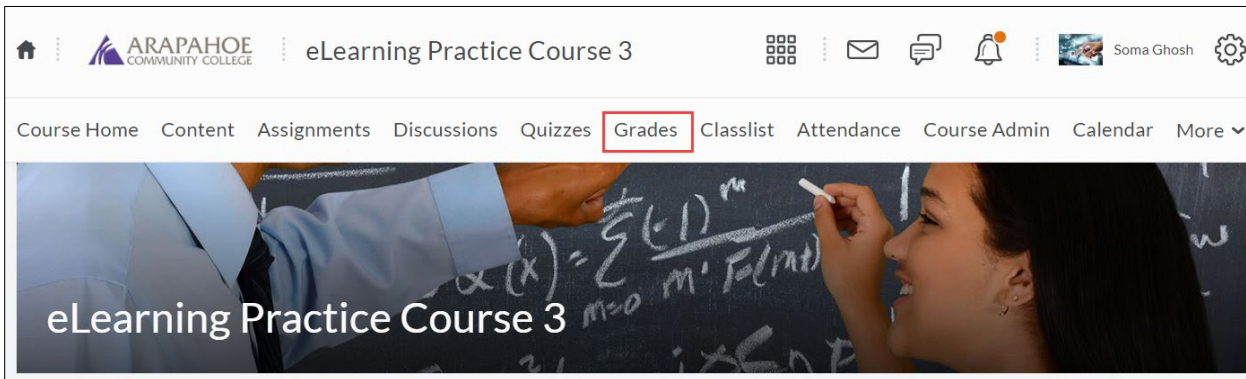
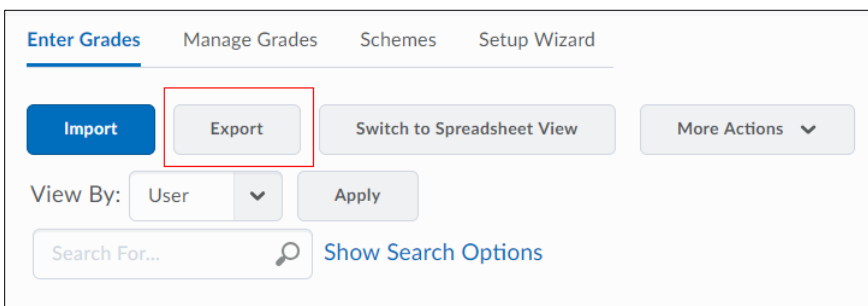


Exporting Grades to a Spreadsheet

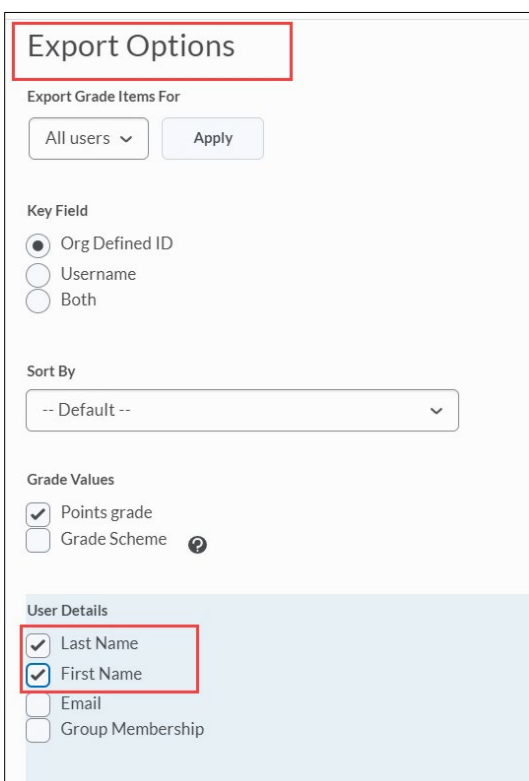
Step 1: Select **Grades** from the navigation bar.



Step 2: On the **Enter Grades** screen, select **Export**.





Step 3: On the **Export Grades** page, under the **Export Options** heading, select the **Grade Values** you want shown in the spreadsheet. Select **Last Name** and **First Name** under **User Details**.



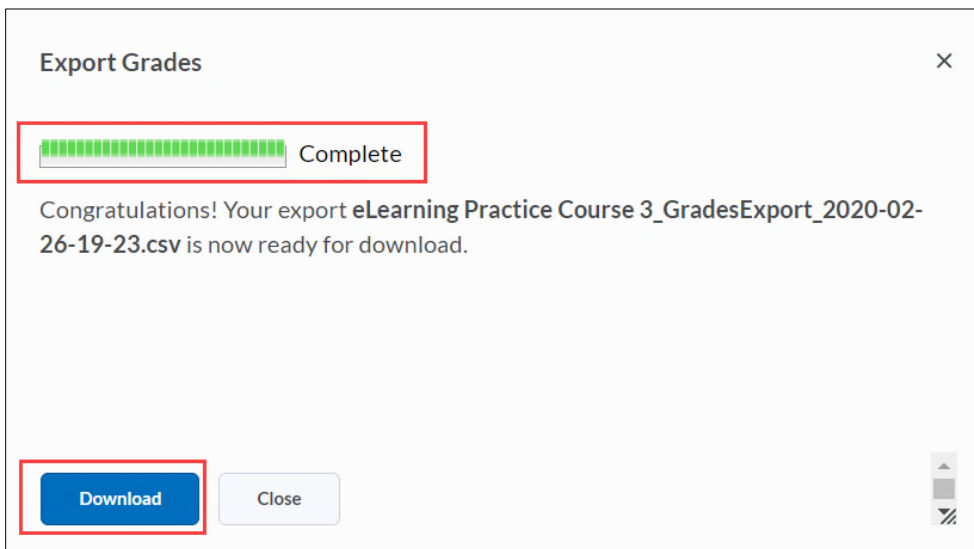
Step 4: Select the checkbox under **More** to select all grade items or select items individually to be included in the export. Select either **Export to CSV** or **Export to Excel**.

Choose Grades to Export

More

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	WRITING PRACTICE	
<input checked="" type="checkbox"/>	Writing Practice 1	Numeric
<input checked="" type="checkbox"/>	Subtotal 	
<input checked="" type="checkbox"/>	DISCUSSIONS	
<input checked="" type="checkbox"/>	Discussion 1 - Introductions	Numeric
<input checked="" type="checkbox"/>	Discussion 2 - Wallow in Complexity	Numeric
<input checked="" type="checkbox"/>	Discussion 3 - The Rhetoric of Clothing	Numeric
<input checked="" type="checkbox"/>	Discussion 4 - Technology	Numeric
<input checked="" type="checkbox"/>	Discussion 5 - Mis-quoted?	Numeric
<input checked="" type="checkbox"/>	Discussion 6 - What do you think?	Numeric
<input checked="" type="checkbox"/>	Discussion 10	Numeric
<input checked="" type="checkbox"/>	Discussion 7 - What does this picture say?	Numeric
<input checked="" type="checkbox"/>	Discussion 8 - Peer Review - Rough Draft	Numeric
<input checked="" type="checkbox"/>	Discussion 9 - Fallacies	Numeric
<input checked="" type="checkbox"/>	Subtotal 	
<input checked="" type="checkbox"/>	ESSAYS	
<input checked="" type="checkbox"/>	Annotated Bibliography	Numeric

Step 5: The file is then prepared for download. Select **Download**.



Step 6: From the **Save As** window, choose where to save the file on your computer. Select **Save** to finish the process.

