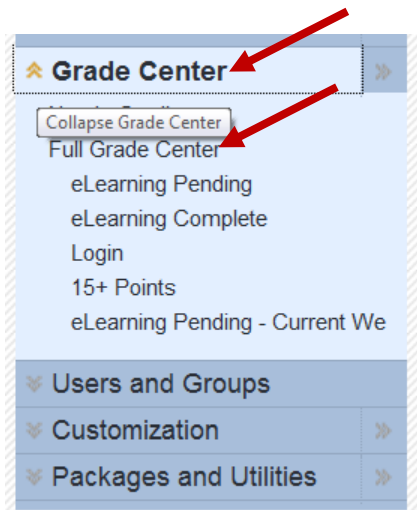
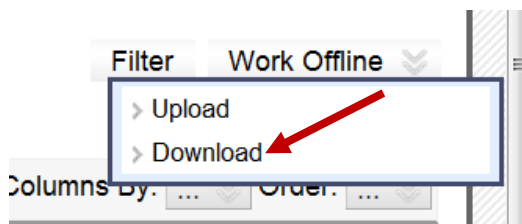


Download Grades to Excel

1. From within the course that you wish to download grades, click the down arrow by **<Grade Center>**, and click **< Full Grade Center>**.



2. Click the down arrow beside **<Work Offline>**, and click **<Download>**.



3. Select the options needed, and click **<Submit>**.

1. Data

Select Data to Download

Full Grade Center

Selected Column Include Comments for this Column

User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for

Delimiter Type

Comma Tab

Include Hidden Information Yes No

Hidden information includes columns and users that have been hidden from view.

3. Submit

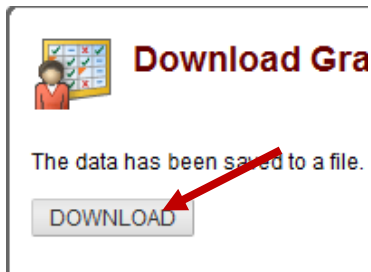
Click Submit to proceed. Click Cancel to quit.

Cancel **Submit**

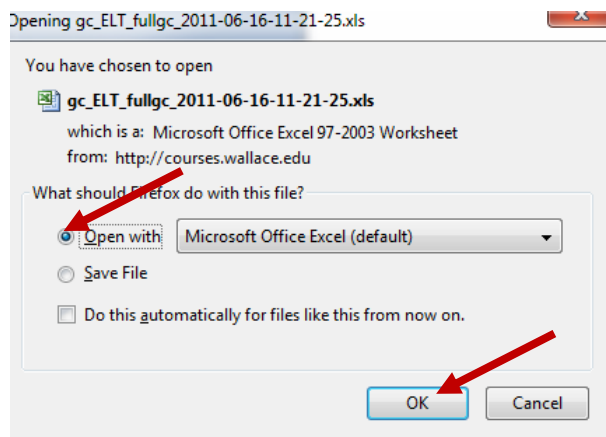


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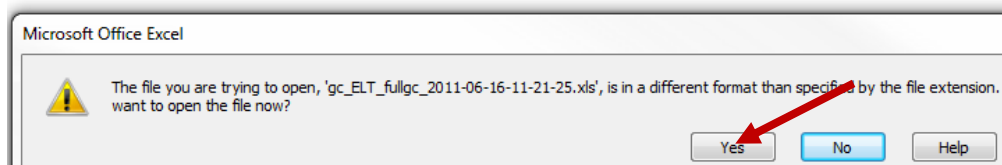
4. Click <DOWNLOAD>



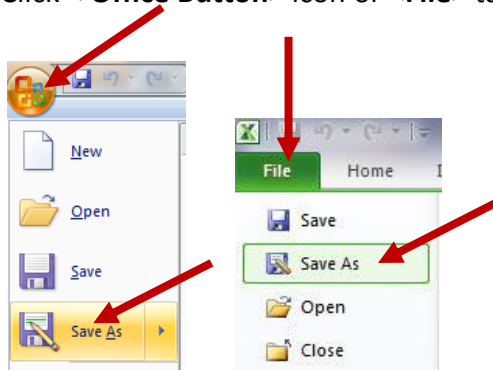
5. Choose <Open with>, and click <OK>.



6. Click <YES> to open.



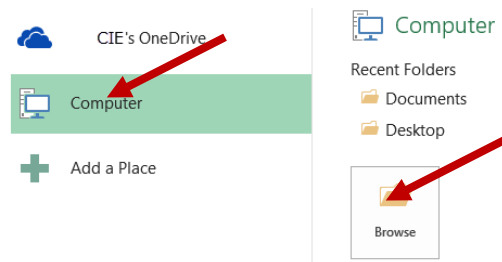
7. Click < Office Button > icon or <File> tab, and click <Save As>.



Download Grades to Excel

- If you are using **Microsoft Office 2013**, click on **Computer** option, and then click on **Browse** to find the location of your drive. If you are not using **Microsoft Office 2013**, go to step 9.

Save As



- Once the browser dialog box opens, change the directory the file is being save to. For example, the diagram below shows the directory is “C:/ AppData/Local/Temp”. You would click on drive C: drive, Appdata folder, Local folder, and Temp folder. Next, be sure the file is named as you would like it to be. Then click <Save as type:> down arrow to save the document under the type you would like. For example, you can click on “97-2003 Workbook” for the later versions of Excel or “CSV Macintosh” for Macintosh’s spreadsheet version. Finally, click the <Save> button.

