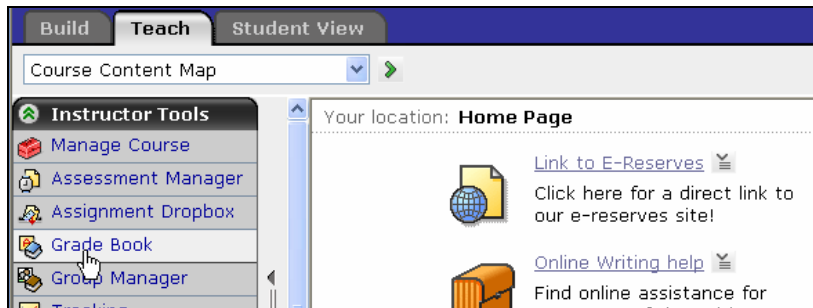
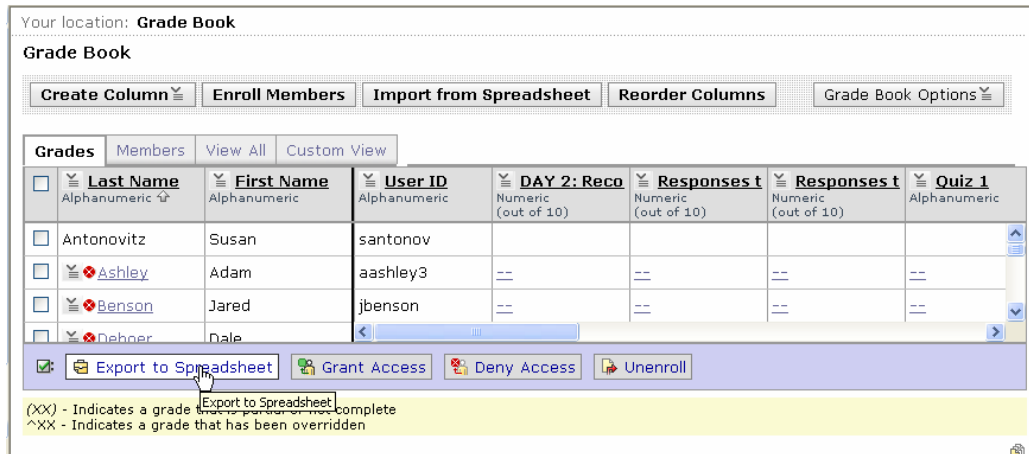


## Exporting the Grade Book as an Excel File

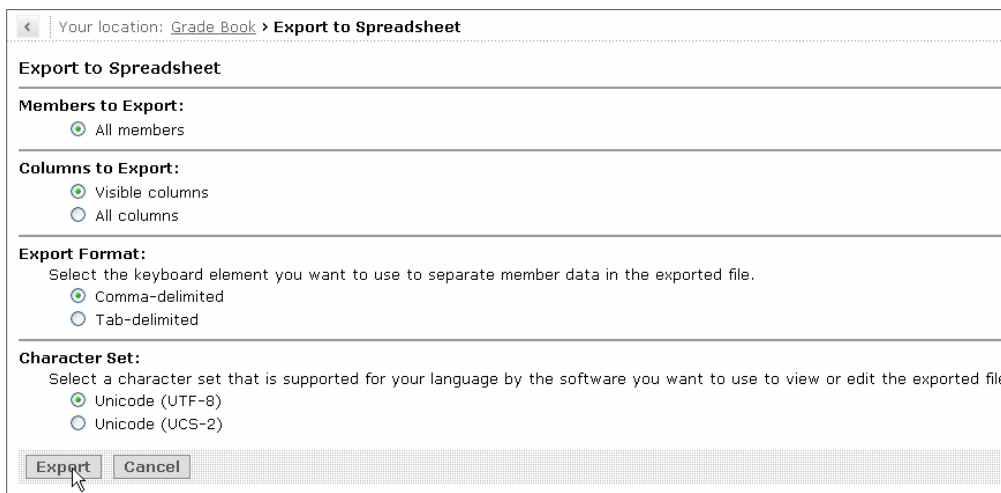
1. Select the **Teach** tab and from the Instructor Tools click **Grade Book**.



2. Scroll to the bottom of the Grade Book and click **Export to Spreadsheet**.

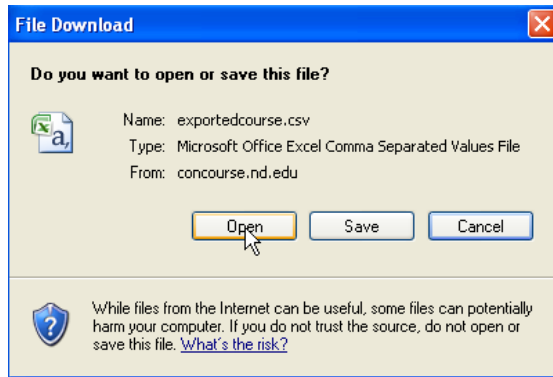


3. In the Export to Spreadsheet window, leave the defaults and click **Export**.



The File Download window opens.

4. Click **Open**.



5. The content of your Grade Book opens in an Excel spreadsheet.

	A	B	C	D	E	F	G
6	Last Name	Mark	User Id	Student	94	95	39
7	Last Name	Pablo	User Id	Student	97	94	38
8	Last Name	Alexander	User Id	Student	99	97	39
9	Last Name	Jeremy	User Id	Student	93	95	39
10	Last Name	Sara	User Id	Student	89	94	39
11	Last Name	Thomas	User Id	Student	98	98	38
12	Last Name	Angela	User Id	Student	95	96	39
13	Last Name	Kaitlin	User Id	Student	96	96	38
14	Last Name	Dana	User Id	Student	98	94	39
15	Last Name	Max	User Id	Student	99	93	38
16	Last Name	John	User Id	Student	94	97	38

6. **Save** the Excel file to your computer.