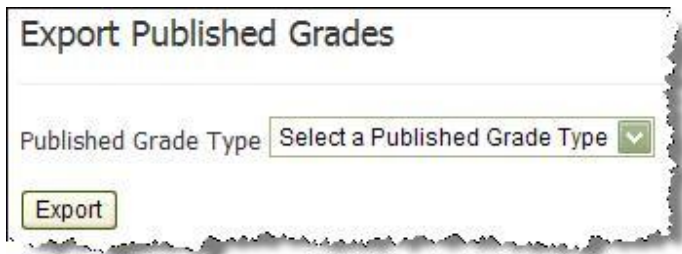


Exporting Published Grades

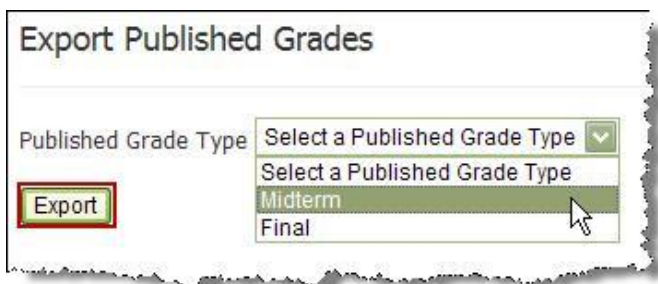
After you have successfully published course grades, you can export a copy of those grades if desired.

To export published grades, go to Manage > Gradebook > Export Published Grades:

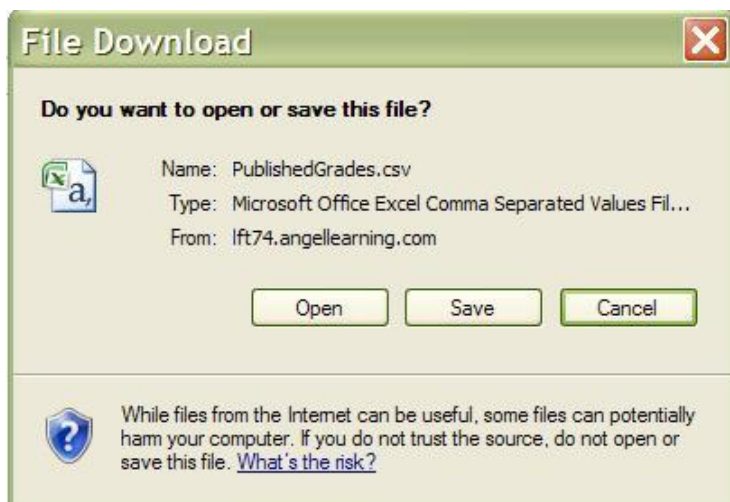
1. Click the **Export Published Grades** hyperlink. The Export Published Grades page appears.



2. Select the type of grade you want to export and then click the **Export** button.



A File Download dialog box appears onscreen.



3. Click the **Open** button to save the file.
4. The spreadsheet file will open.
5. Now you must Save **As** by clicking on the Windows Office Button in the upper right of the file. The dialog box appears on the screen. You will save as a .xlsx file or .xls (Microsoft Excel or 97-2003 Excel spreadsheet, respectively). You can always copy and paste to Word if needed.
6. Select a location to save the file and click the **Save** button.
7. Files should be downloaded (saved) to your U: Drive (personal drive accessible from **on-campus only**). Your U: Drive has a size limit of 75 MB. Alternatively, if you want to back-up and/or access your files/content **from off campus**, save your files/content to your removable storage device (such as a thumb drive).