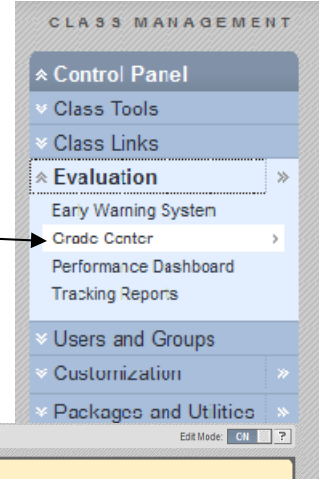


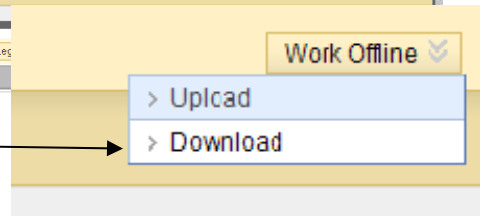
Downloading Student Information for Use In Your Gradebook Program

This method takes user information from the Grade Center, and creates an Excel file.

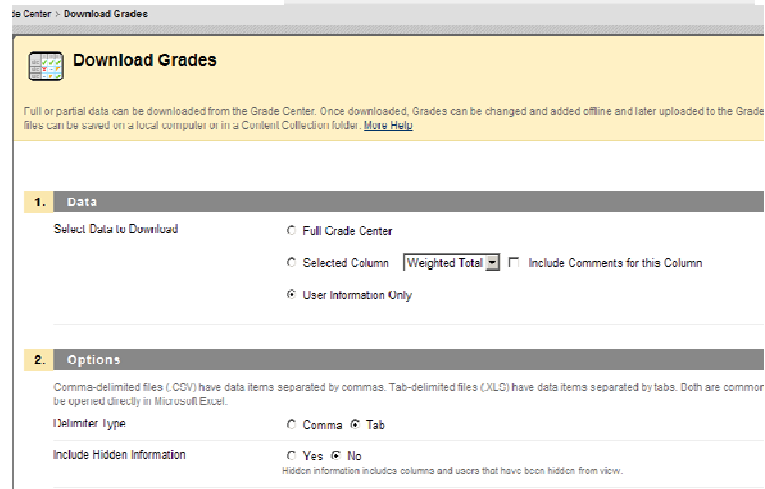
1. Enter a class. From the Control Panel, select Evaluation, and then Grade Center
2. At the far right side of the Grade Center Header are the words "Work Offline." Click the drop-down indicator to the right.



3. Choose Download from the drop-down.



4. Under Data, choose User Information Only. Leave Delimiter Type at Tab. Don't include Hidden Information.



5. Hit Submit.

6. Click Download to save or open the Excel File. Right-click may give more save options.

