

# DISCOVERY SERVICES

CONNECT

COLLABORATE

EXPLORE

INQUIRE

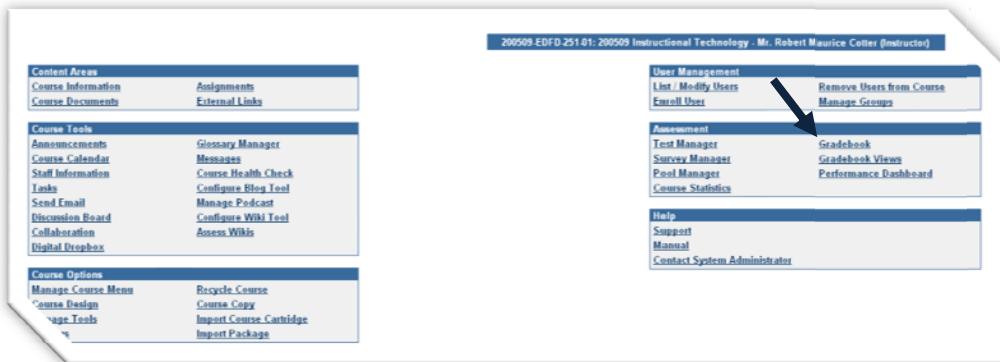
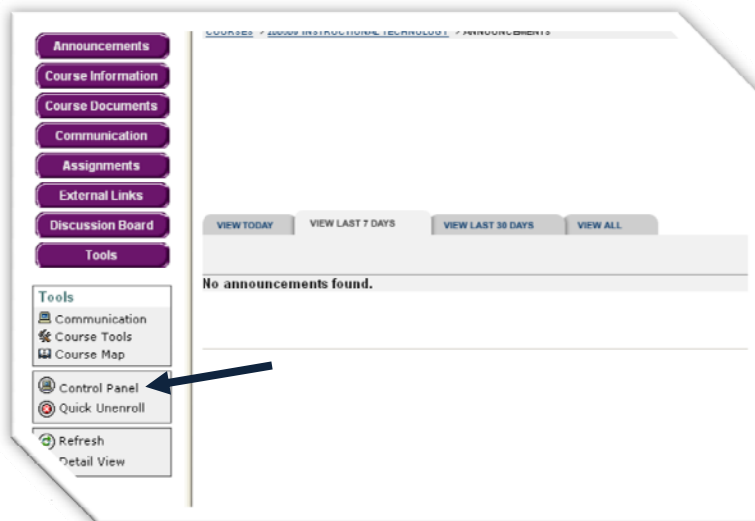
TECHNICAL ASSISTANCE

TRAINING

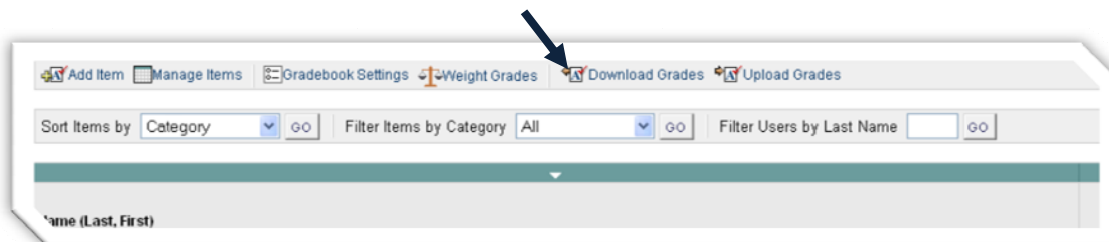
COMPUTING RESOURCES

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1. Select **Gradebook** from the **Control Panel**.



2. Select **Download Grades**



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- Under **Select Delimiter** click the **Comma** radio button.

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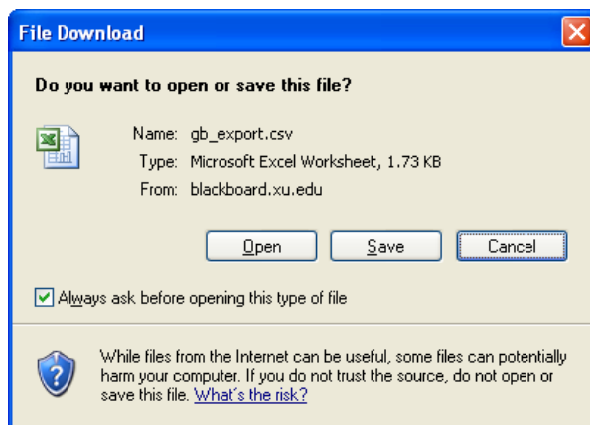
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- ...and then choose your preferred **Save** location



- When you double-click on the saved file the **Gradebook** data will be displayed in a MS Excel worksheet.