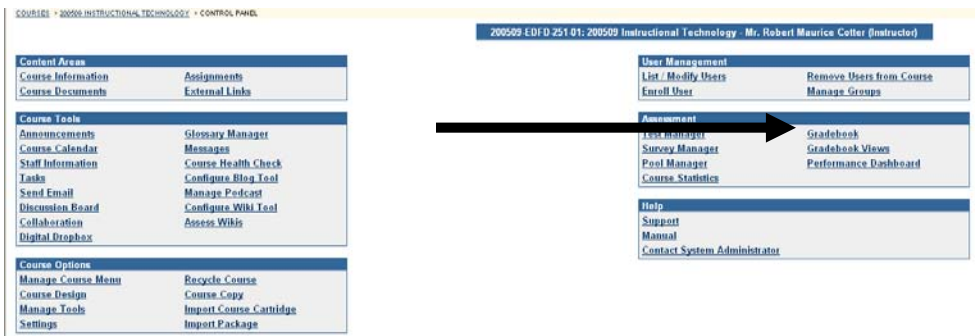
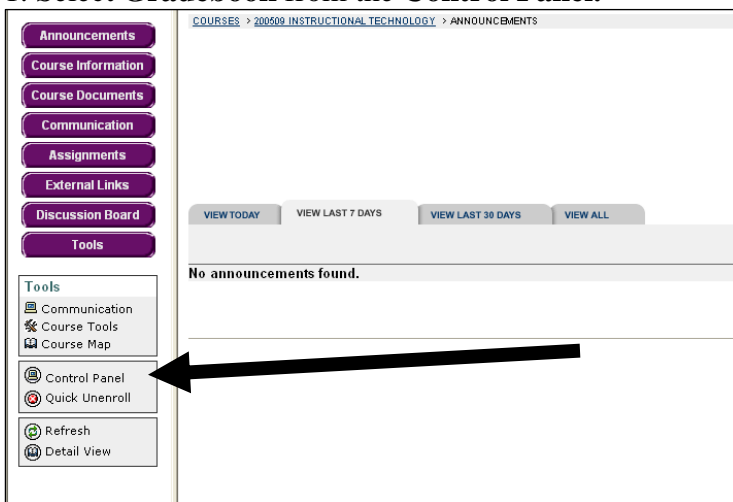


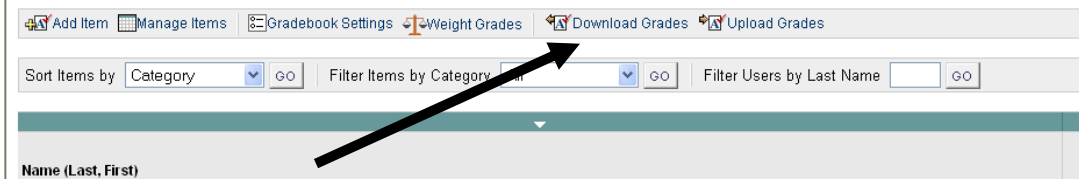


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1. Select Gradebook from the Control Panel.



2. Select Download Grades



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

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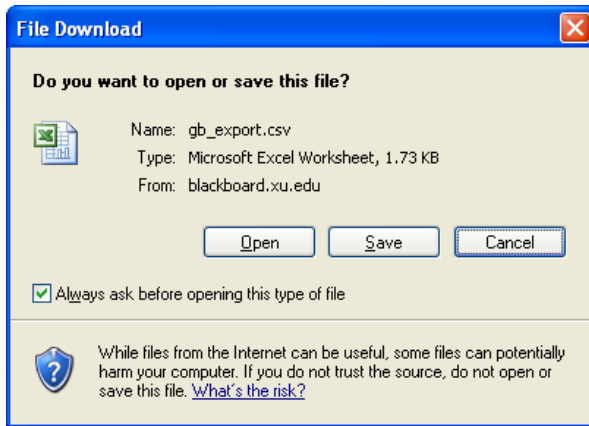
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Click on **Download** with the right mouse button and select **Save As** to save the file locally.

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



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