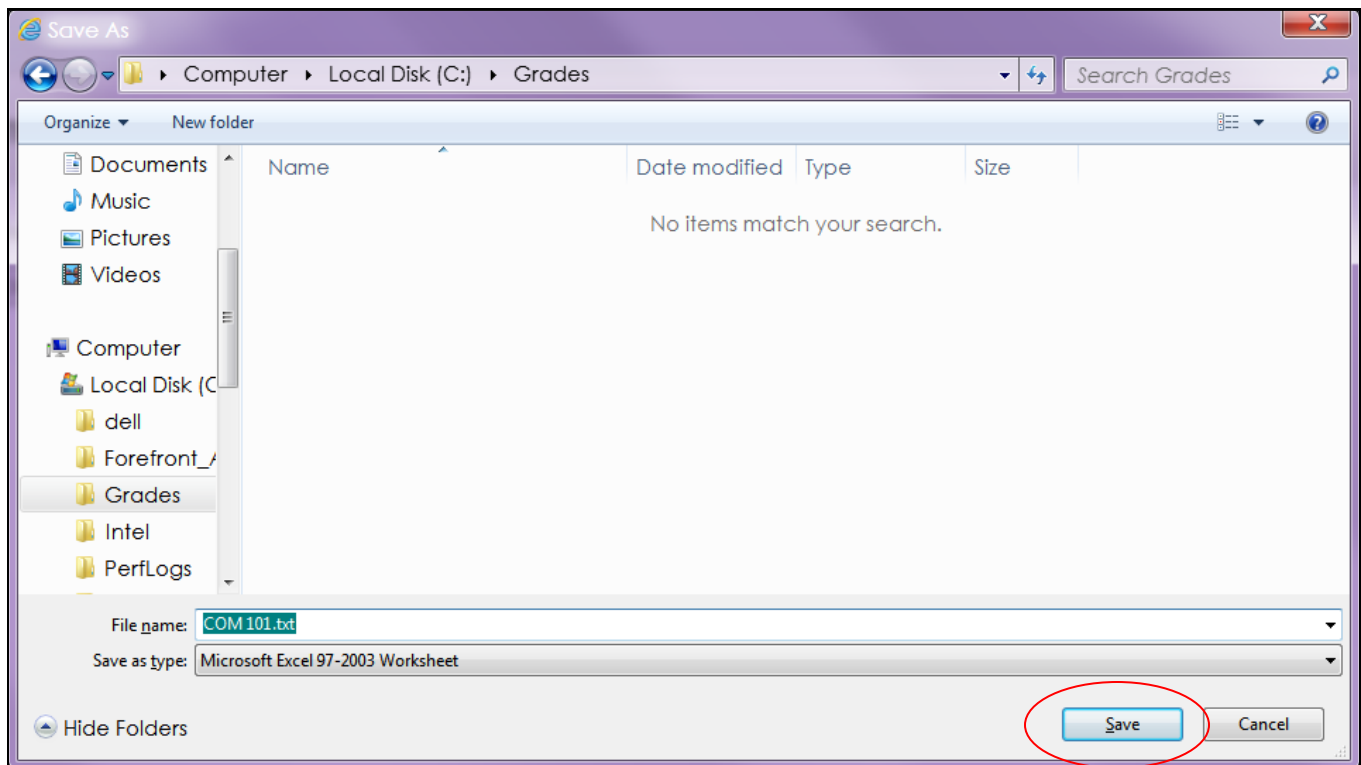


Exporting the Grade Center (working offline)

1. From the Grade Center, click on the **Work Offline** menu drop down menu, select **Download**.
2. From the Download Grades screen, under **Options**, accept the default values of **Tab** and **No**.

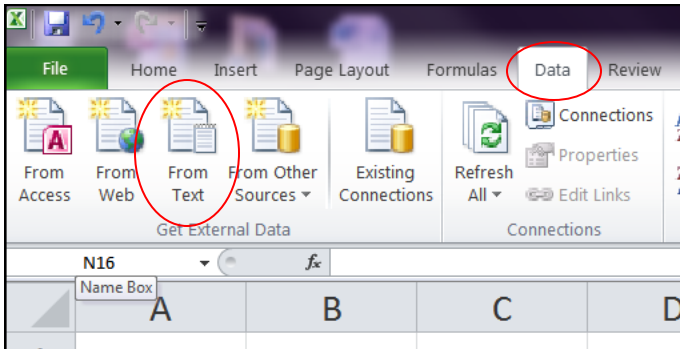


3. A message appears saying the data has been saved to a file. Click **Download**.
4. Click **Save As**.
5. Select a location to save the file. You may change the file name. Click **Save**.

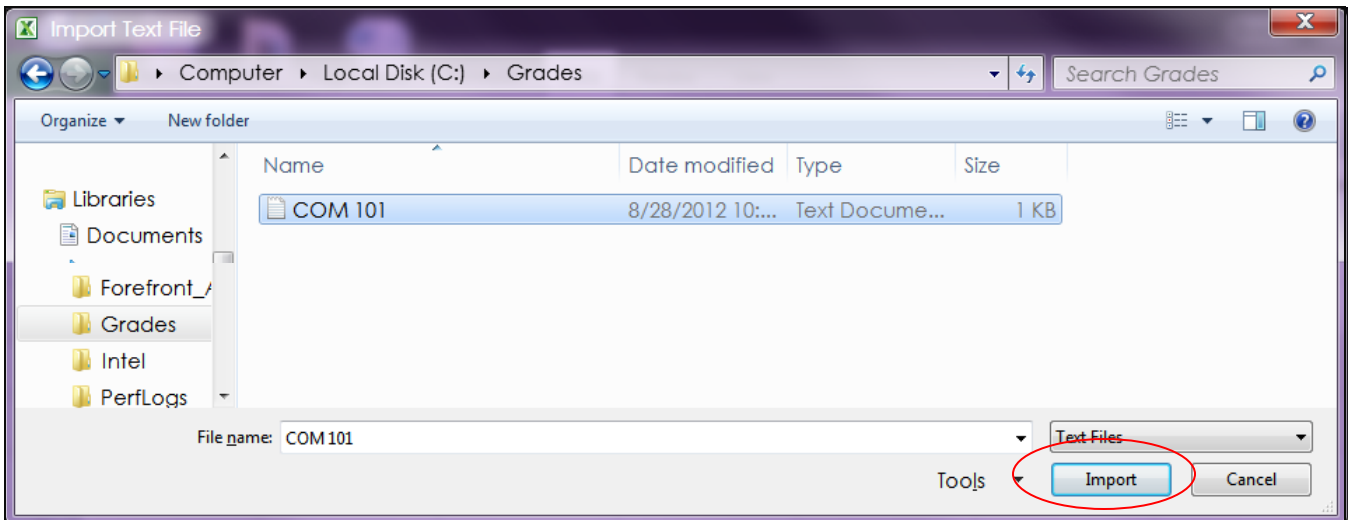


Import Text File Into Excel

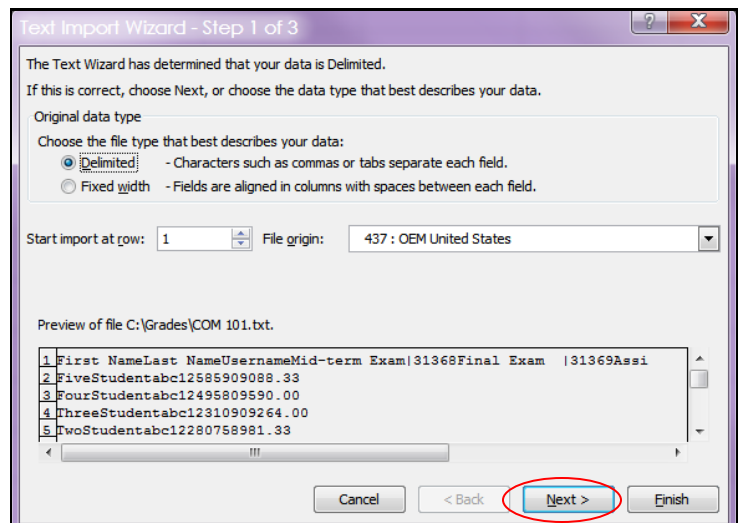
1. Open Excel.
2. From the **Data** tab select **From Text**.



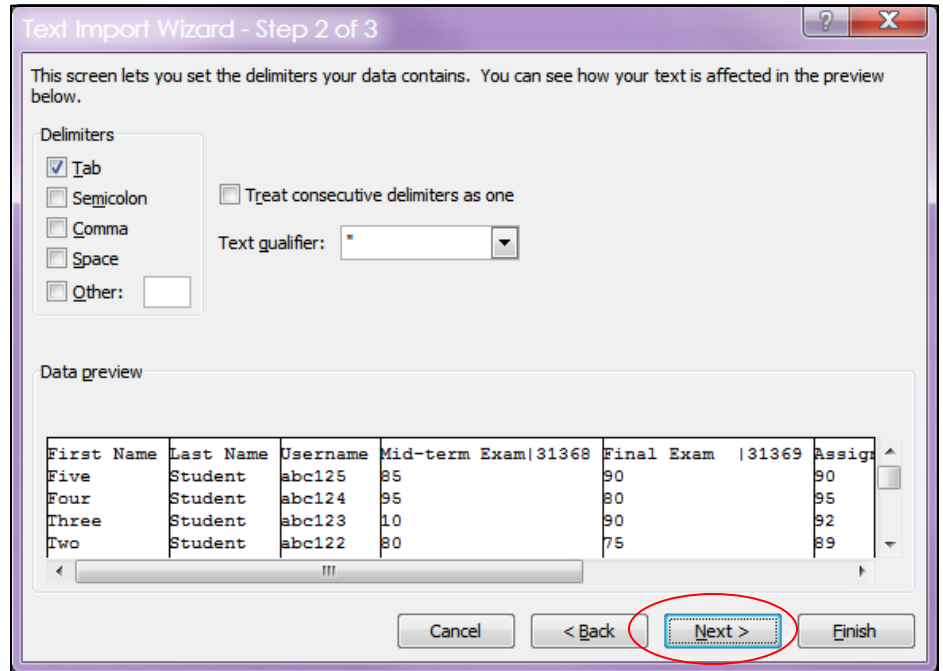
3. Navigate to the location where you saved your file, select your file and click **Import**.



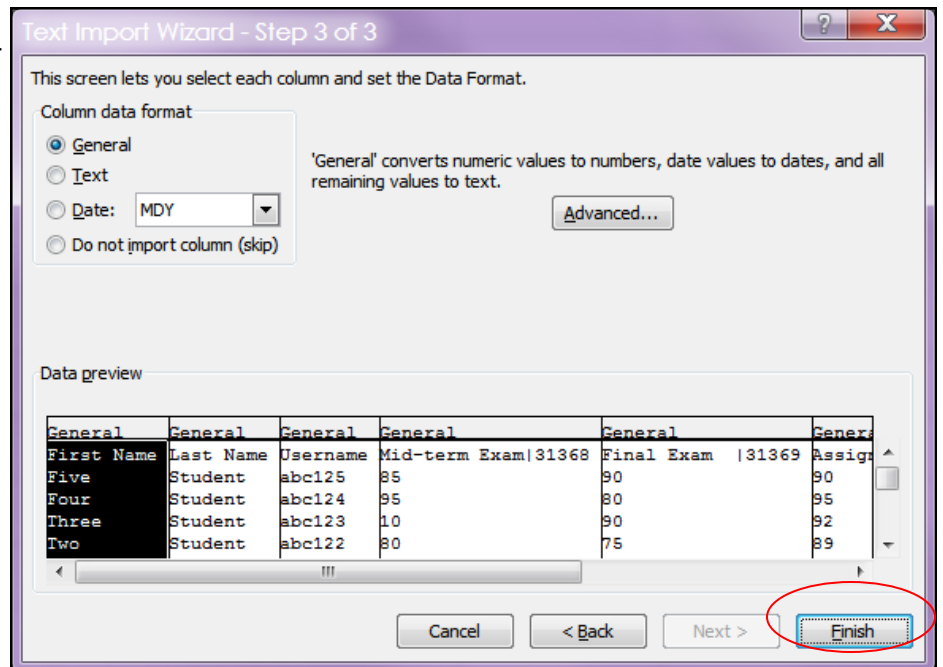
4. The Text Import Wizard Appears, for Step 1 of 3 click **Next**.



- Click **Next** on the Step 2 screen of the Text Import Wizard . (Under Delimiters **Tab** should be checked by default)



- Click **Finish** on the Step 3 of 3 of the Text Import Wizard.
- An Import Data screen will appear click **OK**.



- Your Grade book appears.** The resulting spreadsheet looks like this:

	B	C	D	E	F	G
1	Last Name	Username	Mid-term Exam 31368	Final Exam 31369	Assignments 31370	Final Grade 31371
2	Student	abc125	85	90	90	88.33
3	Student	abc124	95	80	95	90
4	Student	abc123	10	90	92	64
5	Student	abc122	80	75	89	81.33
6	Student	abc121	90	95	95	93.33