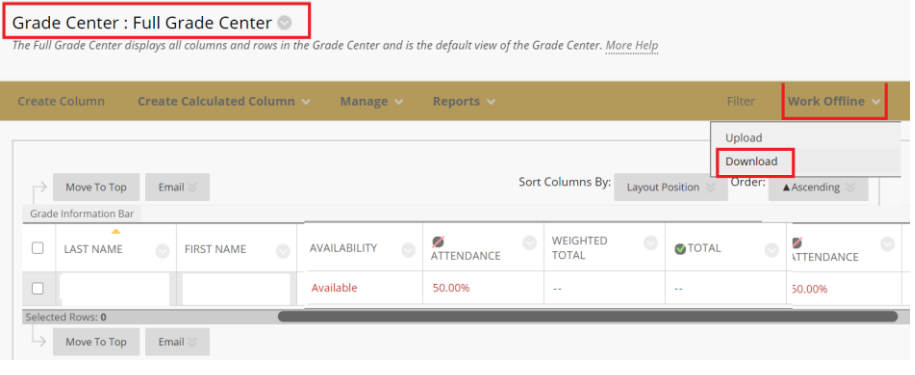
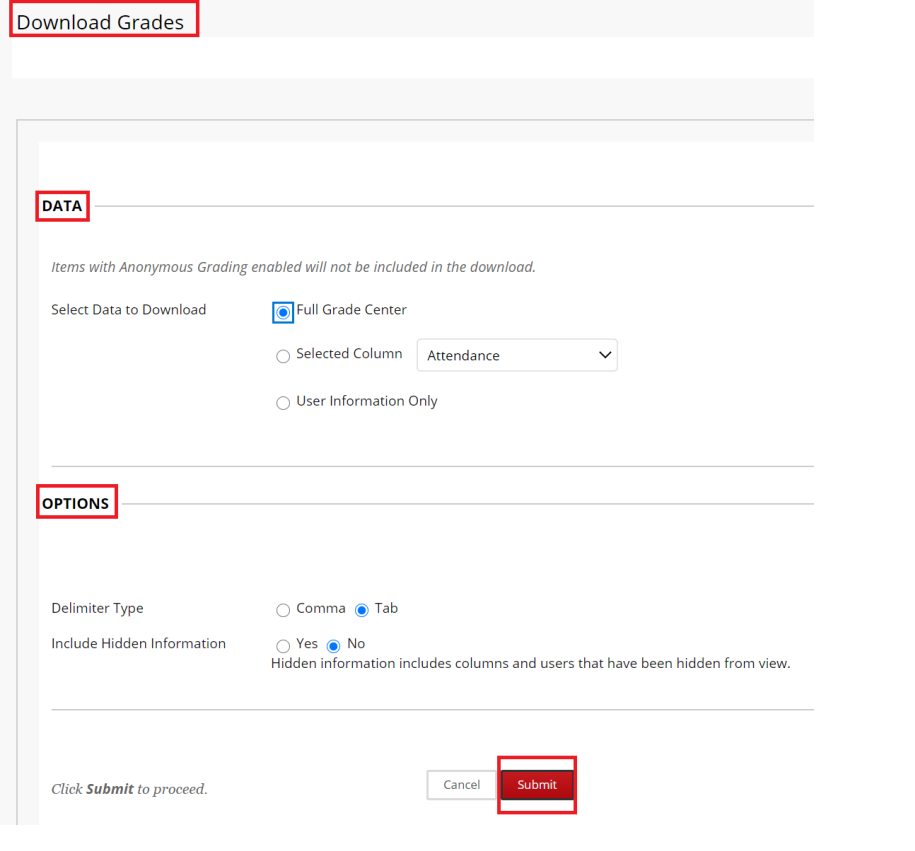
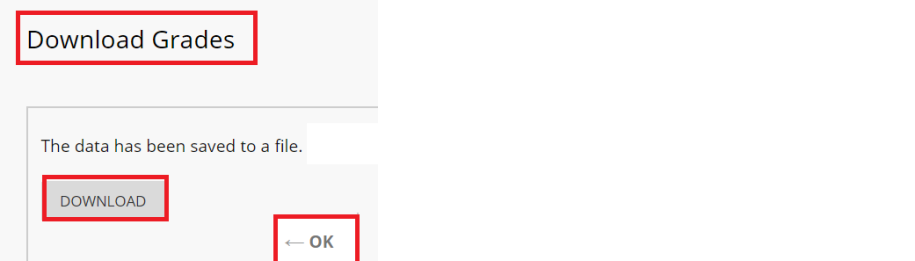


Download Grades from the Grade Center

You can download full or partial data from the Grade Center.

<p>Access the Work Offline menu and select Download</p>	 <p>Grade Center : Full Grade Center</p> <p>The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help</p> <p>Create Column Create Calculated Column Manage Reports Filter Work Offline</p> <p>Upload Download</p> <p>Grade Information Bar</p> <table border="1"><thead><tr><th>LAST NAME</th><th>FIRST NAME</th><th>AVAILABILITY</th><th>ATTENDANCE</th><th>WEIGHTED TOTAL</th><th>TOTAL</th><th>ATTENDANCE</th></tr></thead><tbody><tr><td></td><td></td><td>Available</td><td>50.00%</td><td>..</td><td>..</td><td>50.00%</td></tr></tbody></table> <p>Selected Rows: 0</p>	LAST NAME	FIRST NAME	AVAILABILITY	ATTENDANCE	WEIGHTED TOTAL	TOTAL	ATTENDANCE			Available	50.00%	50.00%
LAST NAME	FIRST NAME	AVAILABILITY	ATTENDANCE	WEIGHTED TOTAL	TOTAL	ATTENDANCE									
		Available	50.00%	50.00%									
<p>Select the data to download as described in this table.</p> <p>Full Grade Center - Contains all columns and associated data. Comments won't be included, and you can't add them offline.</p> <p>Selected Column - From the menu, select one column and its data. Select the check box to Include comments for this Column. Comments will download from the Quick Comment feature or Manual Override tab.</p>	 <p>Download Grades</p> <p>DATA</p> <p>Items with Anonymous Grading enabled will not be included in the download.</p> <p>Select Data to Download</p> <p><input checked="" type="radio"/> Full Grade Center</p> <p><input type="radio"/> Selected Column Attendance</p> <p><input type="radio"/> User Information Only</p> <p>OPTIONS</p> <p>Delimiter Type <input type="radio"/> Comma <input checked="" type="radio"/> Tab</p> <p>Include Hidden Information <input type="radio"/> Yes <input checked="" type="radio"/> No Hidden information includes columns and users that have been hidden from view.</p> <p>Click Submit to proceed.</p> <p>Cancel Submit</p>														
<p>Select Download Grades – This will export as Excel Spreadsheet.</p> <p>You can then format and print for your records.</p>	 <p>Download Grades</p> <p>The data has been saved to a file.</p> <p>DOWNLOAD</p> <p>← OK</p>														