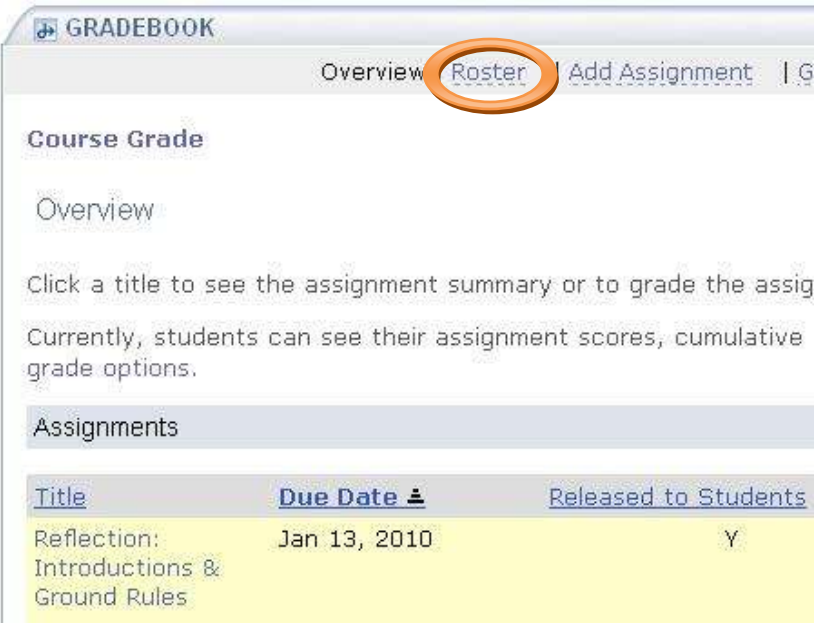


Saving Your Assignment Grade Sheet

Step 1: From inside your Etudes Class, click on Gradebook.

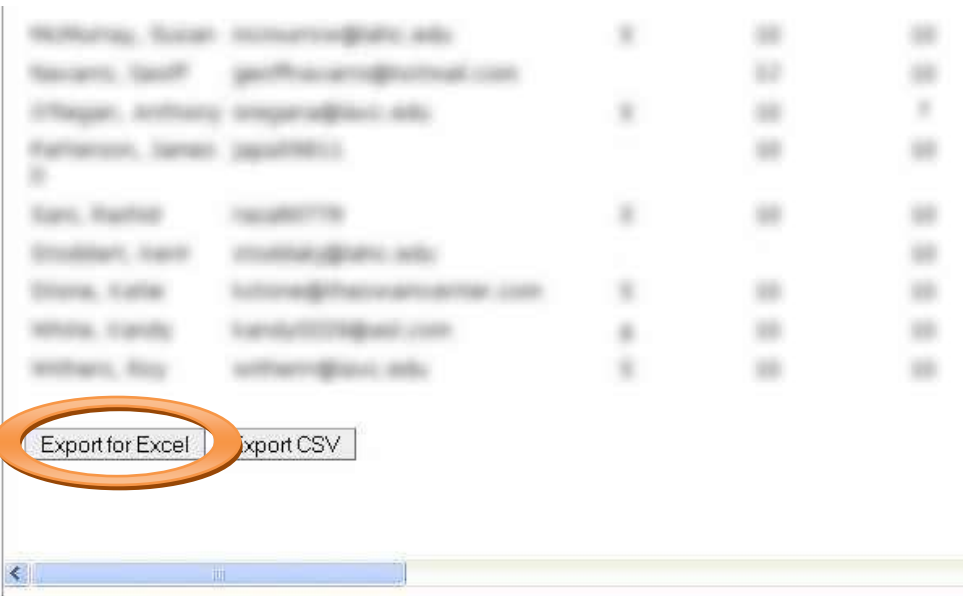
Step 2: Click on Roster near the top of the page.



The screenshot shows the GRADEBOOK interface. At the top, there are tabs for Overview, Roster, Add Assignment, and LG. The Roster tab is highlighted with an orange circle. Below the tabs, the text "Course Grade" is visible, followed by "Overview". A paragraph of text reads: "Click a title to see the assignment summary or to grade the assign. Currently, students can see their assignment scores, cumulative grade options." Below this is a section titled "Assignments" with a table. The table has three columns: "Title", "Due Date", and "Released to Students". The first row of the table is highlighted in yellow and contains the following data:

Title	Due Date	Released to Students
Reflection: Introductions & Ground Rules	Jan 13, 2010	Y

Step 3: Scroll all the way down to the bottom of the page and click on the Export for Excel button.



The screenshot shows the bottom of the GRADEBOOK page. At the bottom, there are two buttons: "Export for Excel" and "Export CSV". The "Export for Excel" button is highlighted with an orange circle. Above the buttons, there is a table with columns for Name, Email, and two numerical columns. The table contains several rows of student information, including names like "William, Sean", "David, Jeff", "Chloe, Anthony", "Darius, James", "E", "Sam, David", "Cristian, Ivan", "Steve, Kyle", "Steve, Kyle", and "William, Eric".

Step 4: You should be given an option to open or save your file. Choose Save and click OK.

