**EXPORTING AND SAVING A CLASS**

1) Make sure that you are on the ‘Gradebook’ class app by moving the mouse pointer to the left of the screen and clicking on ‘Gradebook’.

2) Move the mouse pointer to ‘Print’ and left click on ‘Export Gradebook’.



3) Depending on your internet browser you will be asked to open or save your gradebook as an excel spreadsheet. Move the mouse pointer to ‘Open’ and click. Your Gradebook should now be opened as an excel spreadsheet.

4) On the left of the spreadsheet you will see the Student’s name and ID. You will also see the overall percentage of the student in the subject. This percentage should only be used as a guideline until you have completed all assignments. The ‘Grade’ will remain blank.



5) Next to the overall percentage you will see all of the assignments that you have added onto your Gradebook. Check to make sure that the name of the assignment (in the second row) matches the category directly below it. Remember that for the overall grade to be accurate, it is essential that you select the right category for each assignment. If there is a mistake edit the category (see document on ‘Editing and Deleting Assignments’).



Category

Assignment name

6) To save the Gradebook move the mouse pointer to ‘File’ and left click on ‘Save File’. Save the file in your documents and rename it after the class and the date.



7) It is recommended that you save a backup of your Gradebook at least weekly or after adding a major assignment (Quiz/Test/Essay/Project etc). Make more than one backup of each Gradebook in more than one location (ie USB, Desktop, Documents)

8) You are also able to attach your Gradebook as a file which you can email yourself.

9) Remember to make a backup of every class that you teach.