

## Export to Spreadsheet

### Directions

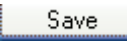
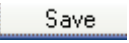
1. From the **Teach** tab,
2. Click on **Grade Book**
3. Click on **Export to Spreadsheet**
4. Leave the settings unchanged.
5. Click on **Export**

### Diagram

The diagram illustrates the steps to export a grade book to a spreadsheet. It shows the LMS interface with the following elements:

- Navigation Tabs:** Build, Teach (highlighted with a red arrow), and Student View.
- Instructor Tools Menu:** Manage Course, Assessment Manager, Assignment Dropbox, and Grade Book (highlighted with a red arrow).
- Top Navigation Bar:** Send Mail, Export to Spreadsheet (highlighted with a red arrow), Grant Access, Deny Access, and Unenroll.
- Export to Spreadsheet Dialog Box:**
  - Members to Export:** All members (selected).
  - Columns to Export:** Visible columns (selected), All columns.
  - Export Format:** Comma-delimited (selected), Tab-delimited.
  - Character Set:** Unicode (UTF-8) (selected), Unicode (UCS-2).
  - Buttons:** Export (highlighted with a red arrow) and Cancel.

### Directions

6. Click 
7. Rename the file, select where you want to save the file and click 
8. The Spreadsheet is now stored on your computer

### Diagram

