

How to Save a Copy of the Teacher Gradebook

A hard copy of the teacher gradebook can be saved in excel through the following steps.

042 EAST MONTANA MIDDLE SCHOOL 042

Dept	Subject	Terms	Period	Days Meet	Class	Description	Gradebook
CTE	CTE	3-4	1	MTWRF	BM100 / 101	EXPLORING CAREERS	Gradebook
CTE	CTE	3-4	2	MTWRF	BM100 / 201	EXPLORING CAREERS	Gradebook
CTE	CTE	3-4	3	MTWRF	BM100 / 301	EXPLORING CAREERS	Gradebook
CTE	CTE	3-4	4	MTWRF	BM100 / 401	EXPLORING CAREERS	Gradebook
LOC	LOC	1-4	5A	MTWRF	ST6000 / 526	STAAR 6TH	Gradebook
LOC	LOC	1-4	5A	MTWRF	ST7000 / 526	STAAR 7TH	Gradebook
LOC	LOC	1-4	5A	MTWRF	ST8000 / 526	STAAR 8TH	Gradebook
CTE	CTE	3-4	7	MTWRF	BM100 / 701	EXPLORING CAREERS	Gradebook
CTE	CTE	3-4	8	MTWRF	BM100 / 801	EXPLORING CAREERS	Gradebook

Display all classes by clicking on **Show All Classes** above the campus name. Inactive classes will be displayed in gray.

Select and Save each Class and section one at a time.

Click the Display Options to Select Grade Period Display

BM100 / 101 Prd:1 EXPLORING CAREERS

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | **Display Options** | Quick Scoring | Export

Display Options

- Student Display
- Assignment Display
- Grade Period Display**
- Modify Gradebook Columns
- Color Legend

Tools

- Teacher's Log
- Drop Lowest Score
- Advanced Drop Lowest Score
- Restore Deleted Assignments
- Student Groups
- View Backups
- Assignment Comment Bank
- Scanned Scores History

Term Grade	SM2	NW4	C12	NW3	C9	Space W08-T
SM2	Options	Options		Options		03/12
Sort By %						TEST
						100
						76.82

Select the Assignments and Grade Periods to Export and Save

Grade Period Display

Display Assignments: Hide All, Show All

Display Grade Period: Hide All, Show All

Display Assignments	Display Grade Period	Grading Period	Date Range
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 5	01/22/2013 - 02/08/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 6	01/22/2013 - 03/01/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NINE WEEK 3	01/22/2013 - 03/28/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 7	04/01/2013 - 04/19/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PROGRESS REPORT 8	04/01/2013 - 05/10/2013
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	* NINE WEEK 4	04/01/2013 - 06/06/2013

* Signifies the Current Grade Period(s). These cannot be hidden.

Assignments By Date Range
 Only Show Assignments Within Date Range
 10/29/2012 to 01/18/2013

Buttons: Save, Undo, My Print Queue, Back

Click on Export Tab

Other Access | Classes | Assignments | Attendance | Categories | Grade Marks | Posting | Reports | Charts | Display Options | Quick Scoring | **Export**

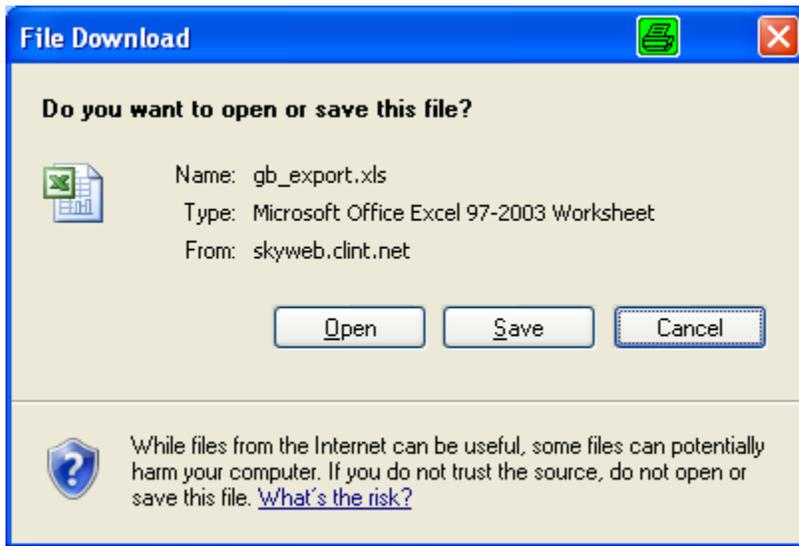
Click on Export

Term Grade	SM2	NW4	C12	NW3	C9	Space W08-T	1 Summ W07-F	Questi W07-M	PR6	C8	Rules W06-Th	Ch. 1 W06-M
SM2	Options	Options		Options		03/12 TEST 100 76.82	03/08 DAIL 100 80.56	03/04 DAIL 100 65.10	Options		02/28 TEST 100 86.75	02/25 DAIL 100 87.08
											86	10
											88	9
											80	9
											81	9
											85	10
											86	8
											90	9
											92	10
											99	
											87	10
											87	9
											80	10

Open the Export File

Internet 100%

Click on Open the Export File Link



Open File and Choose to Save

Repeat these steps for each Class and section.