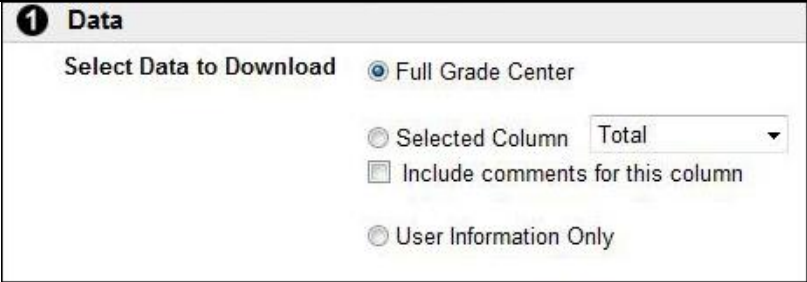
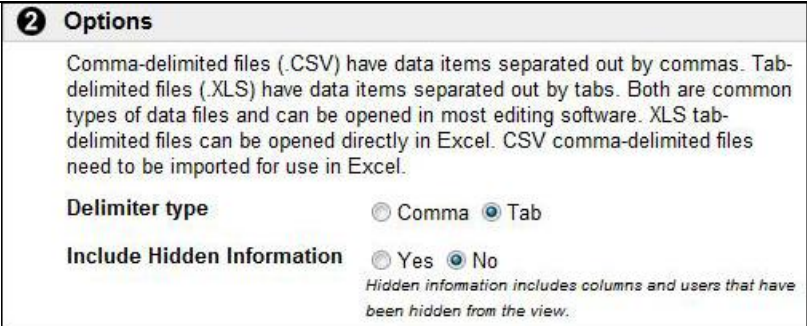
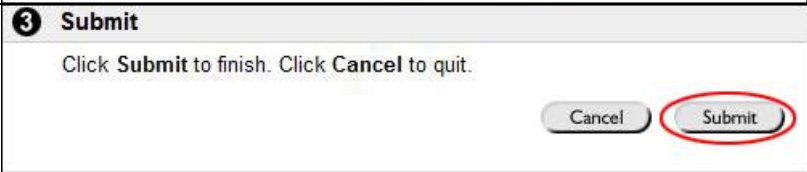
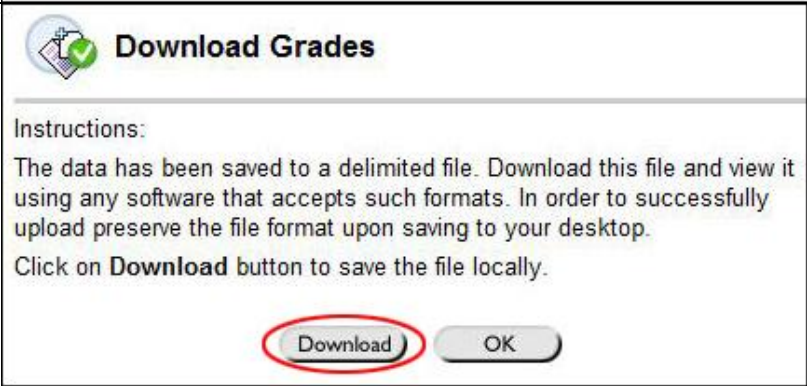
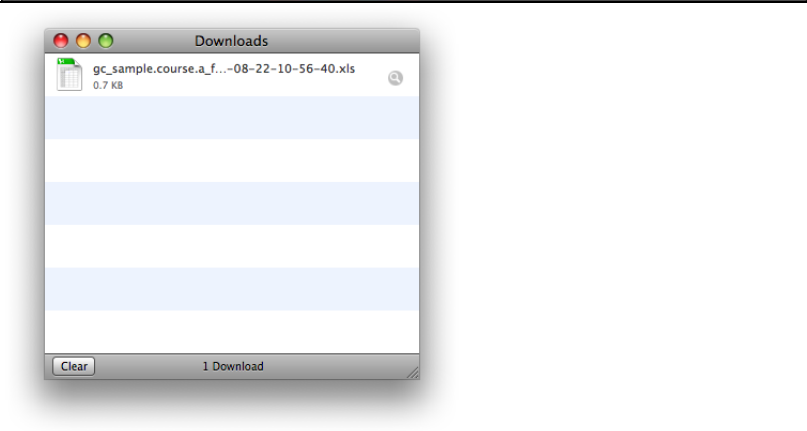


How do I download my Grade Center if I am using a Macintosh system?

<p>1. On the main page of the course you are teaching, click the Control Panel.</p>	
<p>2. Click the "Grade Center" link on the Control Panel under the sub-header "Assessment".</p>	
<p>3. Mouse over the text of the Manage icon to display its sub-menu and select "Download".</p>	

<p>4. A form is displayed that allows you to select what data you want from your Grade Center. If you want your Full Grade Center without hidden information, skip to Step 6.</p>	
<p>5. The default options are probably what you want to choose but you may change them if desired.</p>	
<p>6. Click "Submit".</p>	
<p>7. Click "Download".</p>	
<p>8. The file will be downloaded. (The location depends on browser type and the settings).</p>	

9. Click "OK" to return to your Grade Center or click the 'Control Panel' link on the breadcrumb trail at the top of the page to go back to your Control Panel.



Download Grades

Instructions:

The data has been saved to a delimited file. Download this file and view it using any software that accepts such formats. In order to successfully upload preserve the file format upon saving to your desktop.

Click on **Download** button to save the file locally.

Download

OK

You now have a file on your desktop that includes your Grade Center for the course that you can open in Excel

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