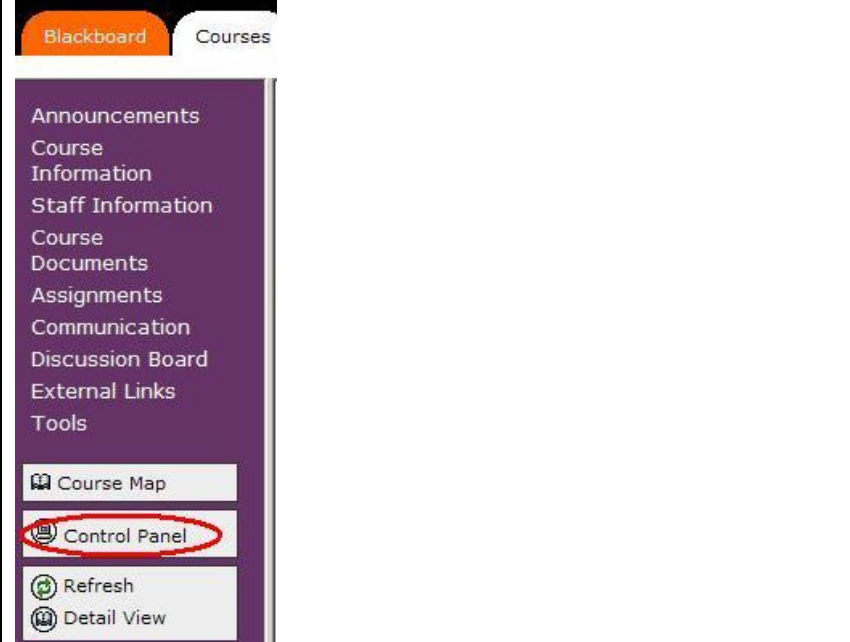
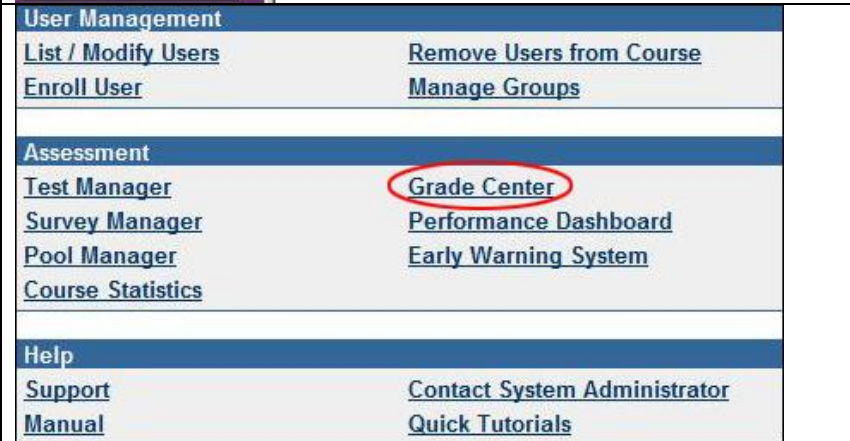
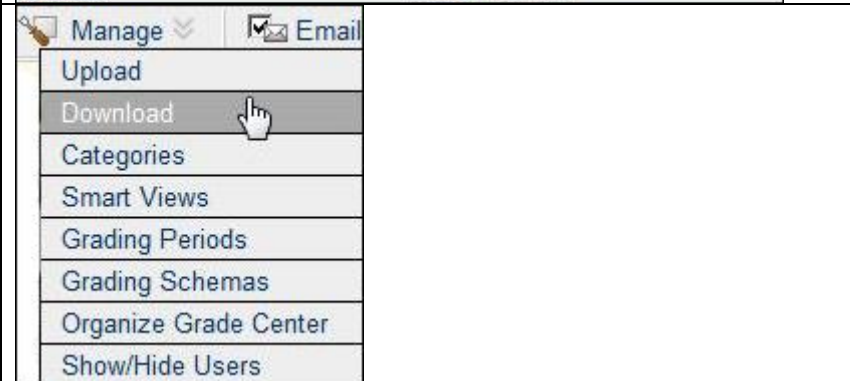
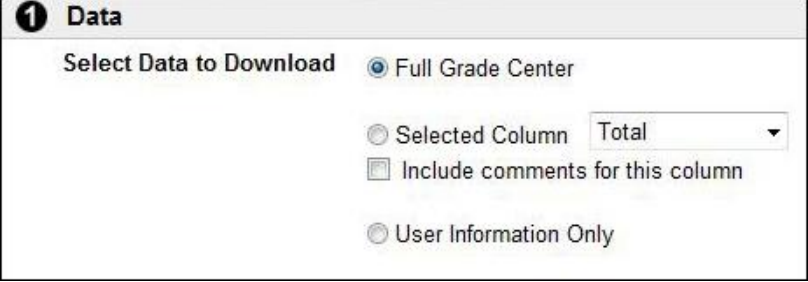
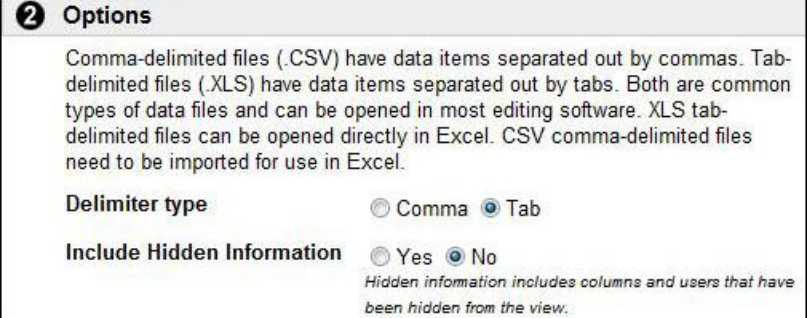

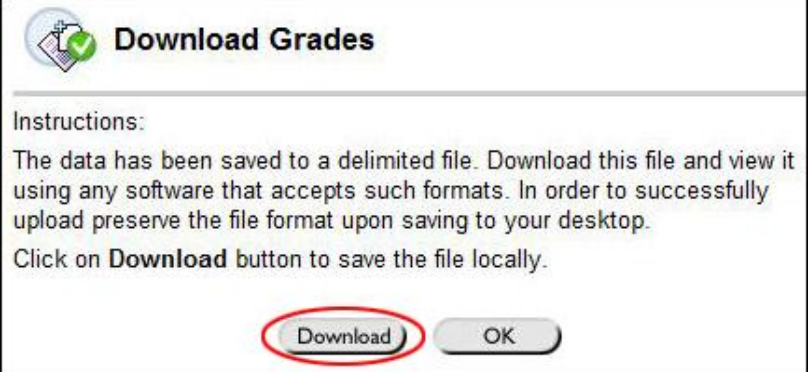
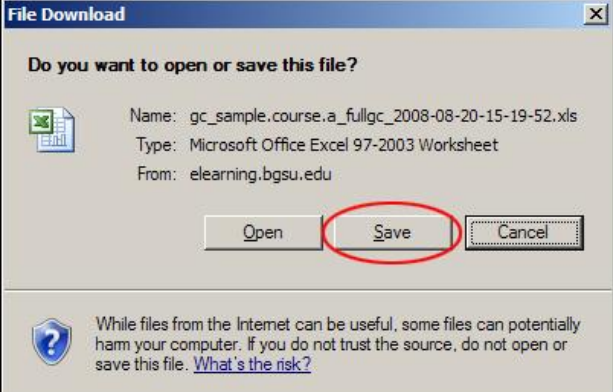
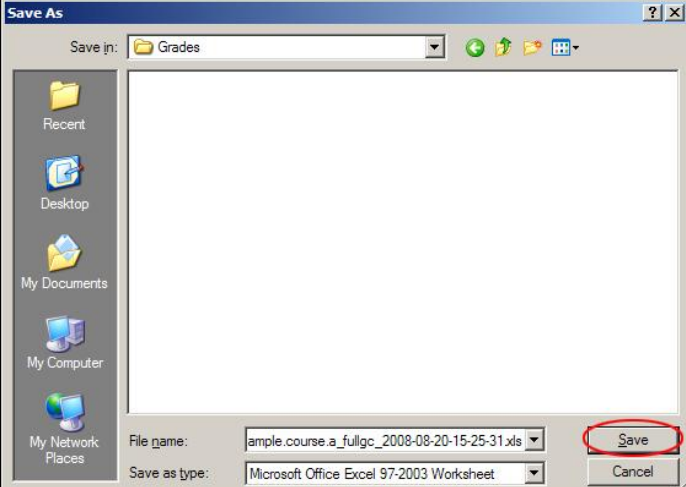
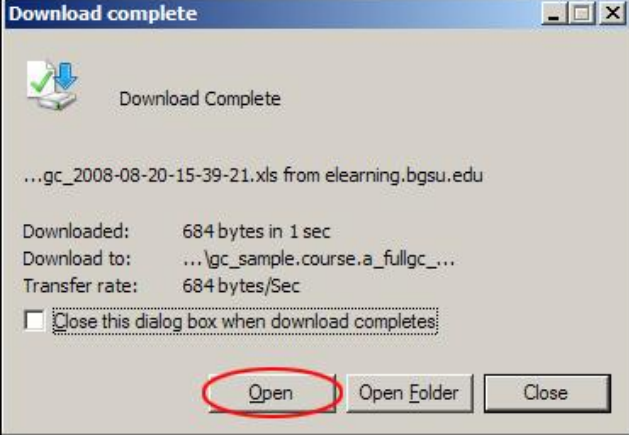
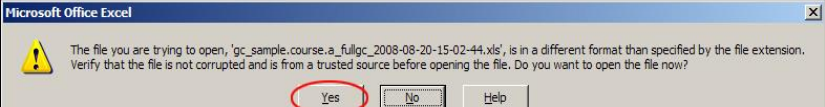
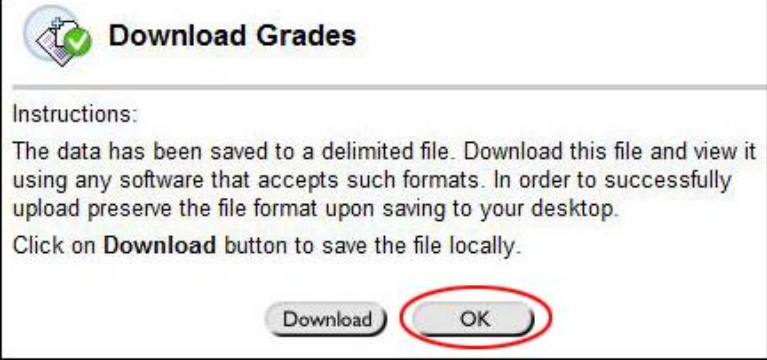


How do I download my Grade Center if I am using a Windows (PC) system?

<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. Click the "Save" button to download the file to your computer. (If you just want to view the file, click the "Open" button.)</p>	

<p>9. Choose the directory where you want the file to be saved and click the "Save" button.</p>	
<p>10. When you get the message that your download is complete, you can click "Open" to view it.</p> <p><i>Note:</i> Internet Explorer users may get a warning message. Reply with a "Yes" to open your file.</p>	 
<p>11. 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.</p>	

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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