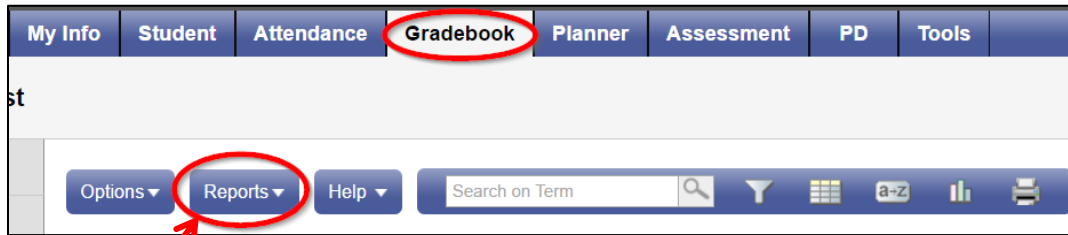
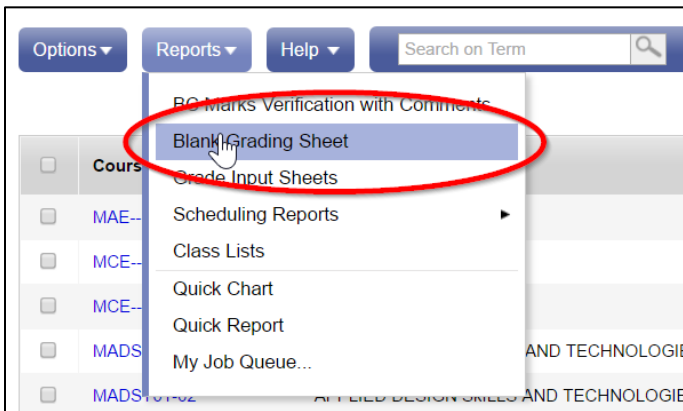


Class List / Blank Grading Sheet

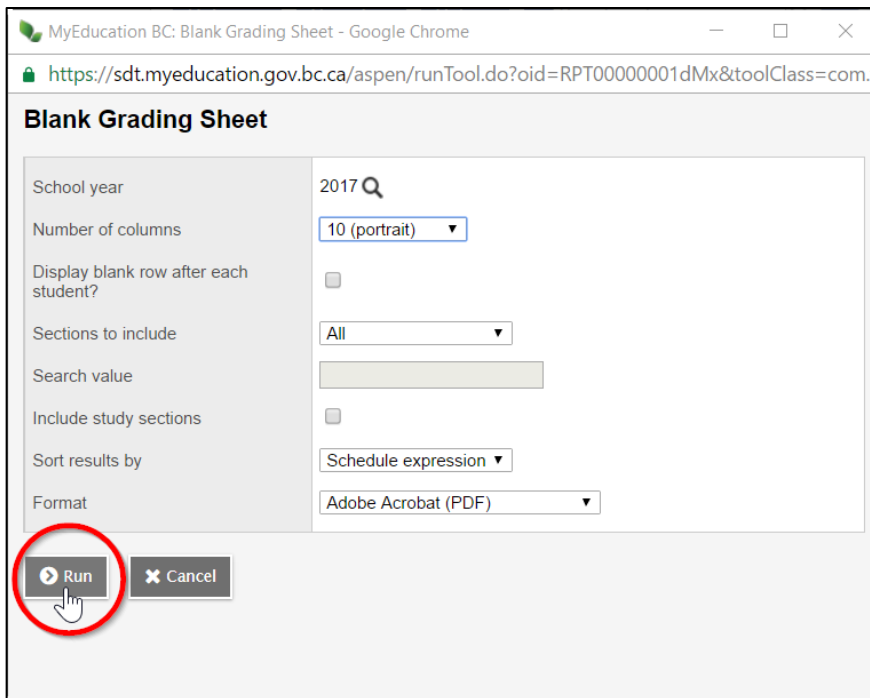
1. Click on the **Gradebook** tab



- 2.
3. Choose **Reports**.
4. Choose **Blank Grading Sheet**:



5. Choose the options you want:



6. Click the **Run** button then save or print the file. **When you print, be careful to select the pages that you would like to print as this will print all of your course lists.**

How to Export a Class List to Excel to Create a Class Spreadsheet That You Can Work In

1. Choose the class that you would like to export. This can be done from **Pages** or **Gradebook**

The screenshot shows the 'Class List' interface. At the top, there is a navigation bar with tabs: **Pages**, **My Info**, **Student**, **Attendance**, **Gradebook**, **Planner**, **Assessment**, **PD**, and **Tools**. The **Pages** and **Gradebook** tabs are circled in red. Below the navigation bar, the 'Class List' section has a left sidebar with options: **Details**, **Roster**, **Seating Chart**, **Groups**, and **Reporting Standards**. The **Roster** option is circled in red. The main area contains a toolbar with **Options**, **Reports**, and **Help** dropdowns, a search box, and icons for grid, filter, sort, bar chart, and print. Below the toolbar is a table with columns **Course** and **Description**. The first row is selected and highlighted in blue.

<input type="checkbox"/>	Course	Description
<input checked="" type="checkbox"/>	MAE---K-02	ARTS EDUCATION K
<input type="checkbox"/>	MCE--01-02	CAREER EDUCATION 1
<input type="checkbox"/>	MCE---K-02	CAREER EDUCATION K

2. Then click on **Roster**

3. In the upper middle of the screen, click on the **Quick Print** icon

This is a close-up of the 'Quick Print' dropdown menu. The menu is open, showing options: **Create Quick Report...**, **Web Page (HTML)**, **TXT**, **CSV**, and **Microsoft Word (DOC)**. The **CSV** option is highlighted in blue. A red arrow points from the 'Quick Print' icon in the toolbar of the previous screenshot to this menu.

4. Select **CSV**

5. Choose **Save** and then click to open the file in **Excel**.