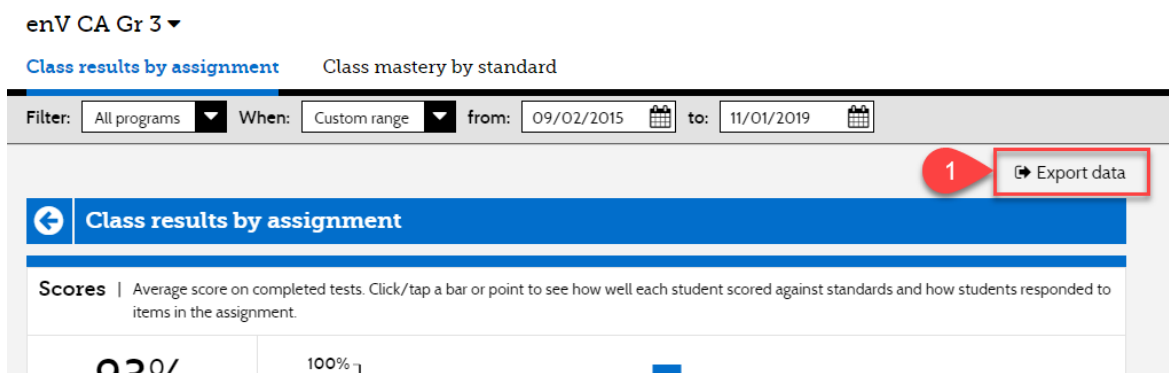


Class and Student Data: Export Data



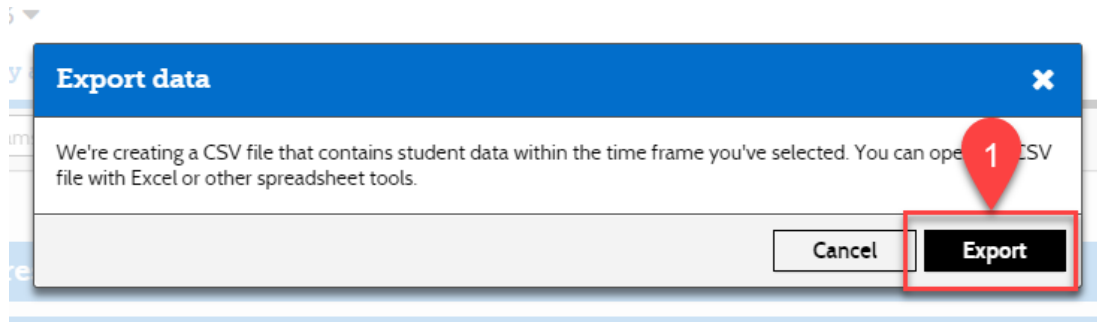
Now let's go over how to export your class and student data as a CSV file so you can easily add the data to your gradebook. You can use Microsoft® Excel® or other spreadsheet programs to open the CSV file with your students' data.

*Microsoft® is either a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.
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Your first step is to navigate to the report that includes the data you want to export. Select your filter options, if available. Then select **(1) Export Data** to generate a CSV file with the selected data.

Click **Export** to export your file. A report will download to your computer as a CSV file, and you can open it with Excel or another spreadsheet program.



If you get a message saying the export could not be completed for your selected date range, try a smaller date range.