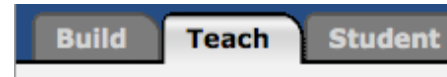


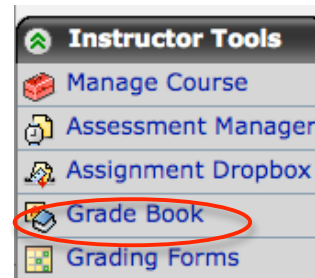
CE End of Semester Course Management

Exporting Your Grade Book

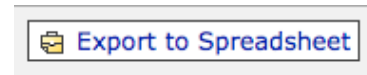
- Log-in to your course and go to the **TEACH** tab



- In the Instructor Tools, Choose **Grade Book**



- Then, **Export to Spreadsheet**



- Apply the following **Settings**

Export to Spreadsheet

Members to Export:

All members

Columns to Export:

Visible columns

All columns

Export Format:

Select the keyboard element you want

Comma-delimited

Tab-delimited

Character Set:

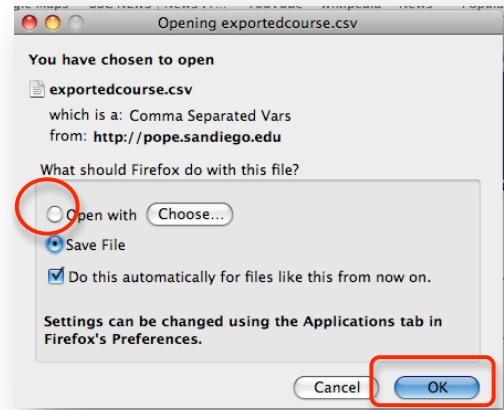
Select a character set that is supported

Unicode (UTF-8)

Unicode (UCS-2)

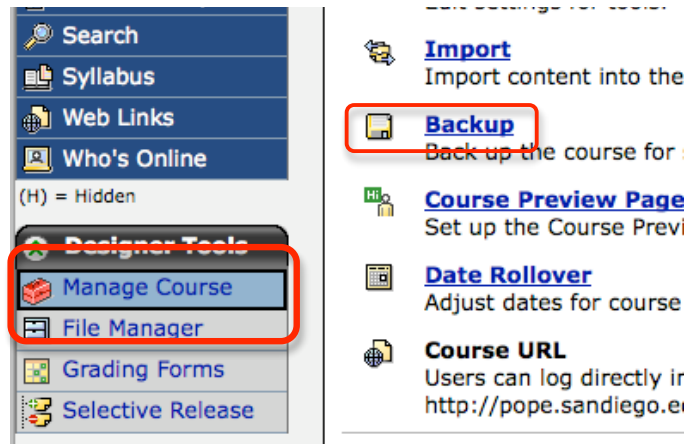
- Click **Export**

- A dialog box will open
- Click **Save** and select where you want to save the file on your computer

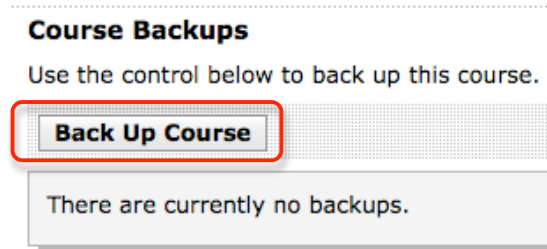


Backing-Up Your Course

- In either the Build or Teach Tabs, Click **Manage Course** and then **Back-Up**



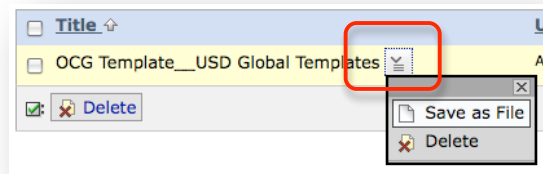
- Click **Back Up Course**



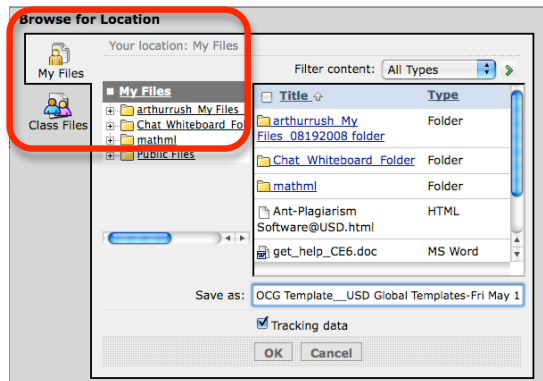
- Click **OK**
- Your Course will be in the **Queue**



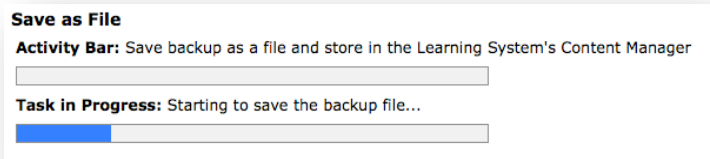
- After the Status shows Completed, use the **Action Link**



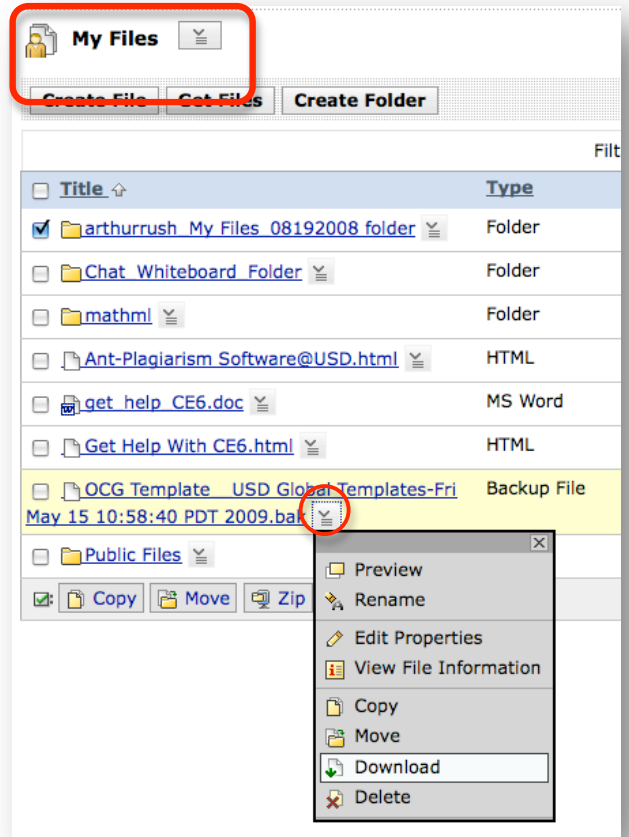
- Save the file into **My Files**



You will see the Progress Bar



- Navigate to File Manager My Files



- Locate your .bak file and use the Action Link to Download it to your computer

- Save the file to a location of your choosing

