
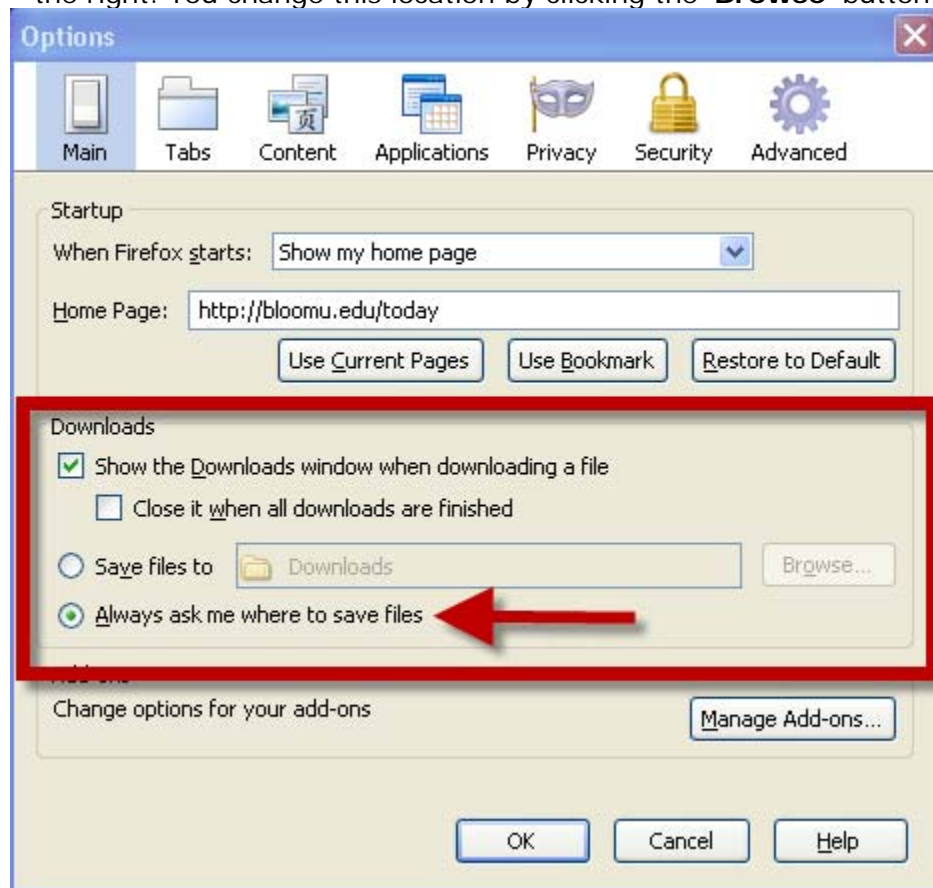


Download and Save Gradebook

To Download and Save your gradebook:

1. Click **Control Panel**
2. Click **Gradebook**
3. Click  **Download Grades**
4. Click **Submit**
5. Click **Download button**
6. Click **Save or Save file**
7. **Select Location (we recommend you save to your P: drive on the network)**
 - a. Note that if using **Firefox** as your web browser, you may not be given the options to choose a location. It depends on your settings.
 - i. To check settings in **Firefox**, go to '**Tools**' and then '**Options**'
 - ii. The screen below shows the **Options box in Firefox**. If you select '**Always ask me where to save files**' it will prompt you to choose a location prior to saving the file. If you have the option '**Save files to**' selected, it will save them to whatever folder is showing in the box to the right. You change this location by clicking the '**Browse**' button.



8. **Rename the file.** By default it will be named gb_export.xls.
 - a. **Use the semester and course ID as file name or something similar**
 - i. **Example: 2010Spring62-350-01**
9. Click **Save**