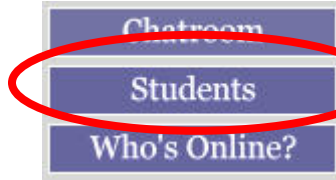


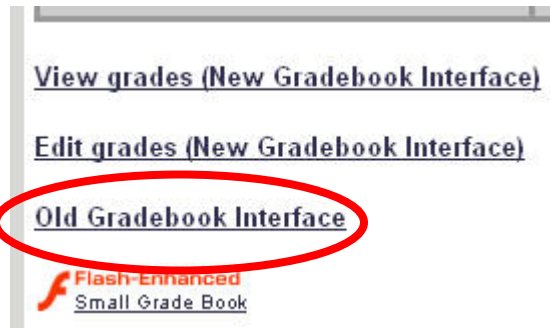
Backup Course Grades

This process will save an archived copy of a single course's gradebook to your local computer.

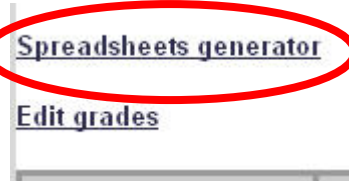
1. Login
2. Enter course
3. Click **Students**



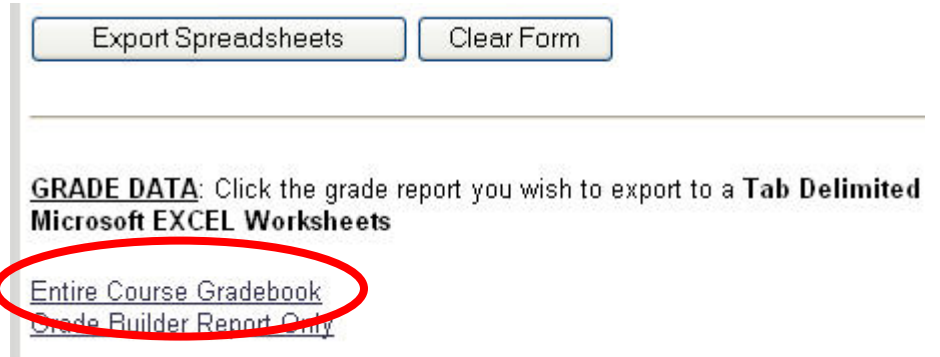
4. Below the list of students, click "**Old Gradebook Interface**"



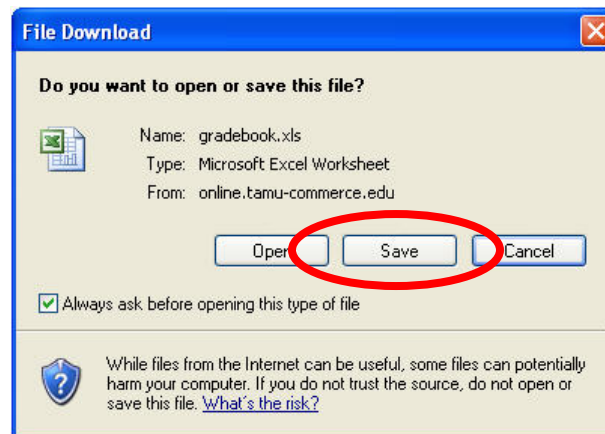
5. Click "**Spreadsheets Generator**"



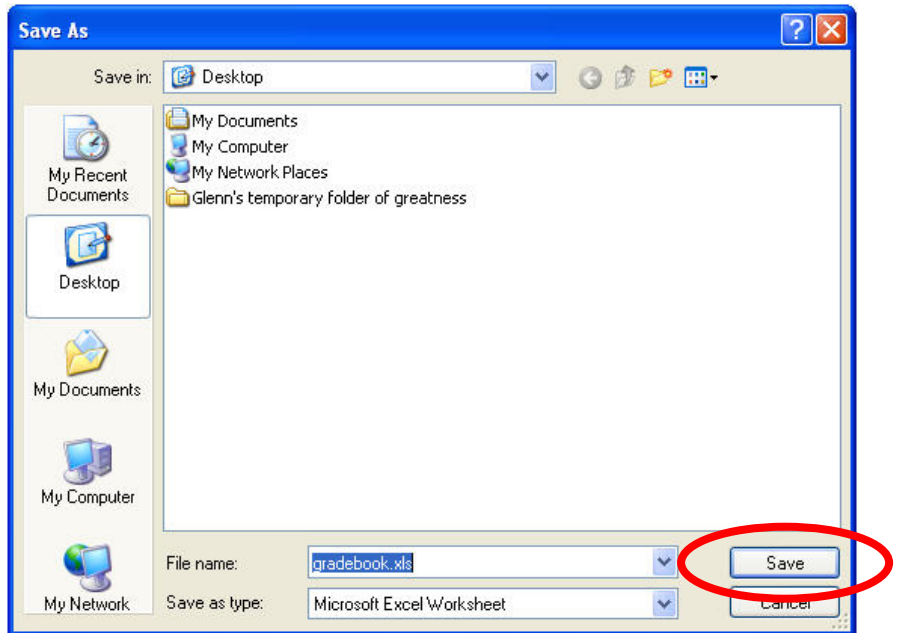
6. Under the Grade Data section, click "**Entire Course Gradebook**"



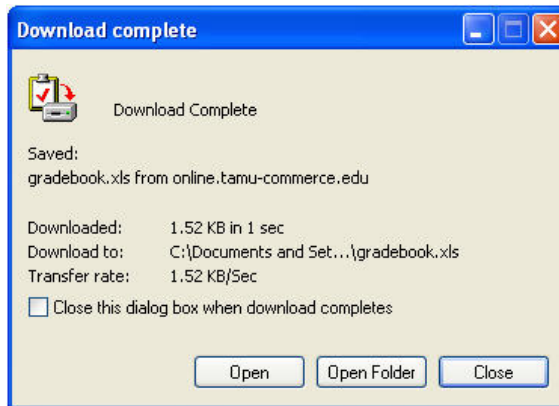
7. In the File Download dialog box that opens, click **Save**



8. In the Save As dialog box, select a place and name for the file to correspond with the course and click **Save**



9. As the course gradebook downloads, the Download Complete dialog box will be open



10. Repeat this process for every course gradebook you wish to backup.