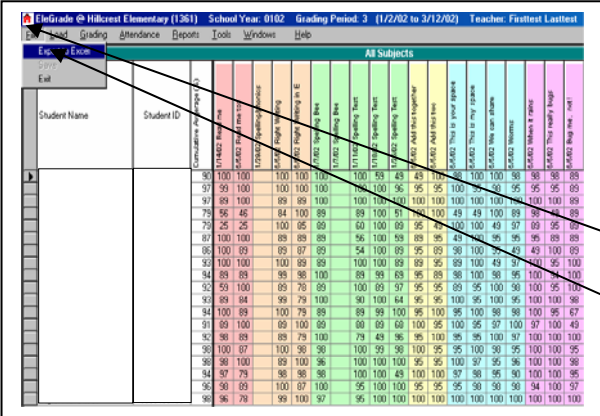
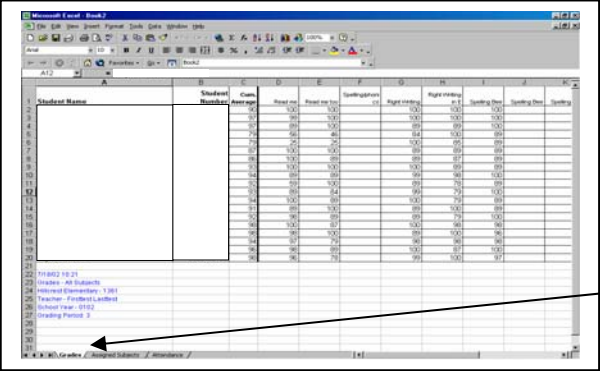
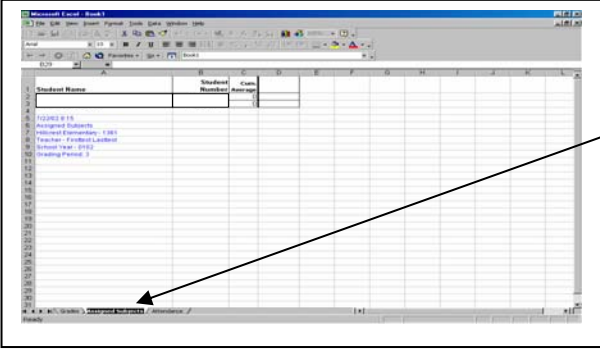
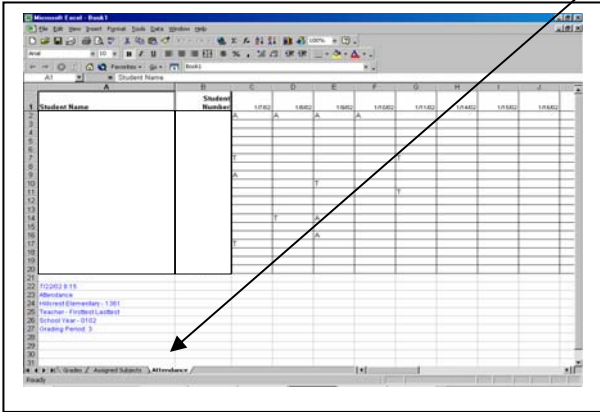
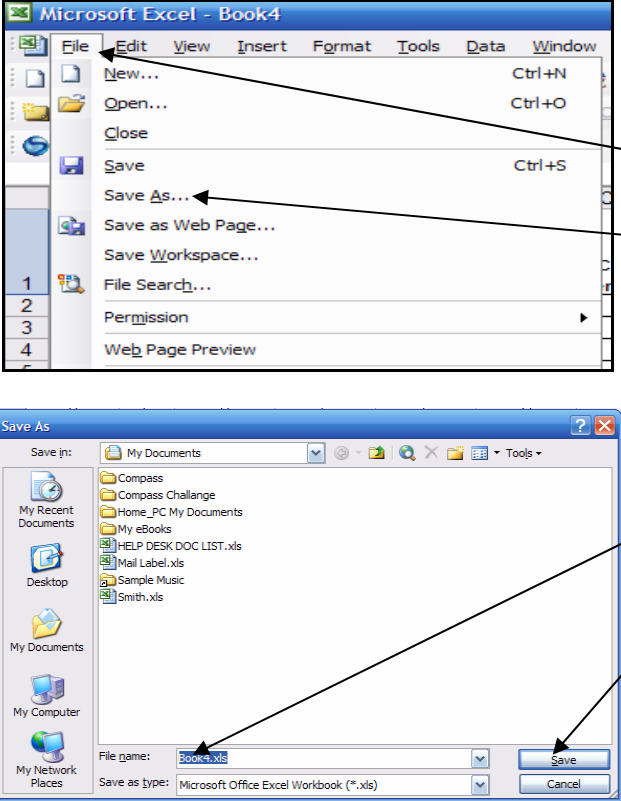


# EleGrade - Exporting to Excel

Steps	Screen Displayed	Procedures
1	 	<p><b><u>To Export to Excel</u></b></p> <p><b><u>On the Menu Bar</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>File</b></li> <li>• Click <b>Export to Excel</b></li> </ul> <p>Microsoft Office will load and depending on how many grids are displayed in EleGrade, there will be a corresponding number of tabs at the bottom of the Excel Workbook.</p> <ul style="list-style-type: none"> <li>• Click the <b>Worksheet Tab</b> to open</li> </ul> <p><b><u>Example: Grade Report</u></b></p>
2	 	<p><b><u>Example: Assigned Subjects Report</u></b></p> <p><b><u>Example: Attendance Report</u></b></p> <p><b><u>Note: Tabs are pre-set</u></b></p> <p><b>Tab 1 Grade Report</b>  <b>Tab 2 Assigned Subject Report</b>  <b>Tab 3 Attendance Report</b></p>

## EleGrade - Exporting to Excel

Steps	Screen Displayed	Procedures
3	 <p>The screenshot shows the Microsoft Excel application window titled 'Microsoft Excel - Book4'. The 'File' menu is open, with 'File' and 'Save As...' highlighted. Below the Excel window is a 'Save As' dialog box. The 'Save in:' location is 'My Documents'. The file name is 'Book4.xls' and the 'Save as type' is 'Microsoft Office Excel Workbook (*.xls)'. The 'Save' button is highlighted.</p>	<p><b><u>Saving your Excel Export</u></b></p> <p><b>On your Excel window</b></p> <ul style="list-style-type: none"><li>• Click <b>FILE</b></li><li>• Click <b>Save As</b></li></ul> <p><b>Name the File</b></p> <ul style="list-style-type: none"><li>• Click <b>Save</b></li></ul> <p><b>Close the Excel spreadsheet to return to EleGrade.</b></p>