

EXPORTING A CLASS LIST IN GRADESPEED

Here are the instructions:

1. Open you class
2. Click on the GRADES button at the top
3. On the left hand side located above the LOCK button is a link to EXPORT ROSTER.
4. Click on the link
5. An Export Roster window will popup. It will say CPS (don't change it).
6. Click OK.
7. Click Open in the File Download window. (don't select Save-you won't be able to change the file type)
8. The list will open as a .csv Excel file.
9. GO to File>Save As and at the bottom of the window change the file type to a Microsoft Excel Workbook (first on the list) file.

Why would I want to do this?

1. If you want a printed list of your students without having to type it.
2. For the team failure list at the end of each 6 wks.
3. Making labels.