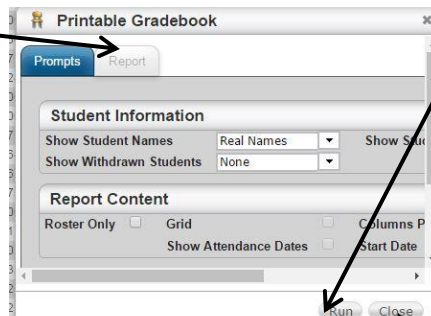


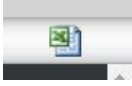
Exporting Student Names from TAC into the Data Template

1. From the Gradebook, select **ENTRY** to display the Gradebook Entry page.

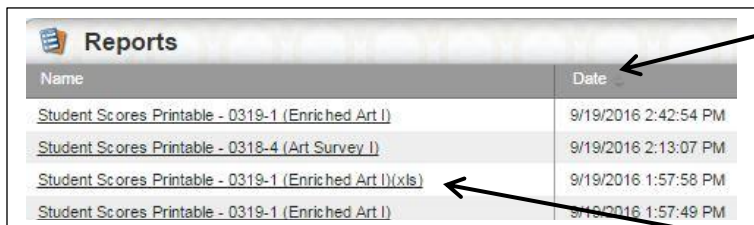
2. From the Gradebook toolbar's **Actions/Reports**  field on the far right side of the toolbar, select **Printable Gradebook**.

3. On the Prompts tab of the Printable Gradebook window, click Run. The report will open on the Report tab.



4. On the top of the Printable window, click  to export the file to Excel. A window displays when the export is completed. Click OK to close it. Close the Printable window.

5. Go to the HOME page. At the bottom of the screen in the Reports window, click on the date twice to sort your reports so the most recent is at the top.



The screenshot shows the 'Reports' window with a list of reports. The 'Date' column is highlighted, indicating it is sorted. The reports are sorted by date, with the most recent at the top.

Name	Date
Student Scores Printable - 0319-1 (Enriched Art I)	9/19/2016 2:42:54 PM
Student Scores Printable - 0318-4 (Art Survey I)	9/19/2016 2:13:07 PM
Student Scores Printable - 0319-1 (Enriched Art I)(xls)	9/19/2016 1:57:58 PM
Student Scores Printable - 0319-1 (Enriched Art I)	9/19/2016 1:57:49 PM

6. Click on the report names “Student Scores Printable” with the .xls at the end of the name.

7. The report will open up in Excel. Highlight and copy the first 2 columns and paste them into the Data Worksheet. Repeat for any additional classes.

8. Enter the Baseline Scores.

9. Save the data template to your Google Drive and upload a copy to the appropriate dropbox.