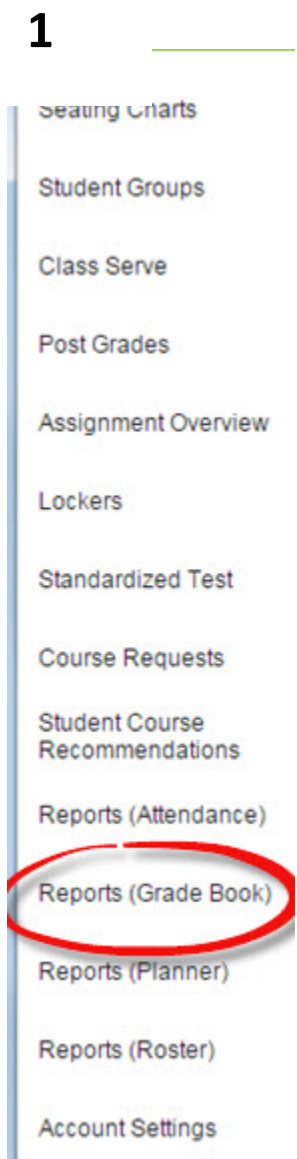


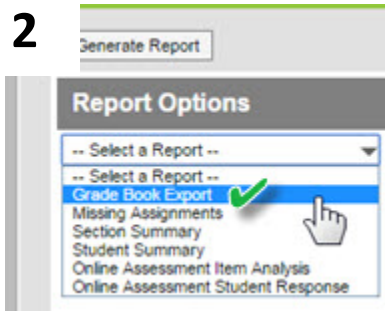
## How to export data from Infinite Campus to Excel

1. Select Reports (Grade Book)
2. Under --Select a Report-- choose Grade Book Export
3. Select the students you want included in your export.
4. Select Expand all to select particular assignments.
5. If you deselect Select all above the grey bar, then you can select the specific assignments you want.
6. Click Generate Report.

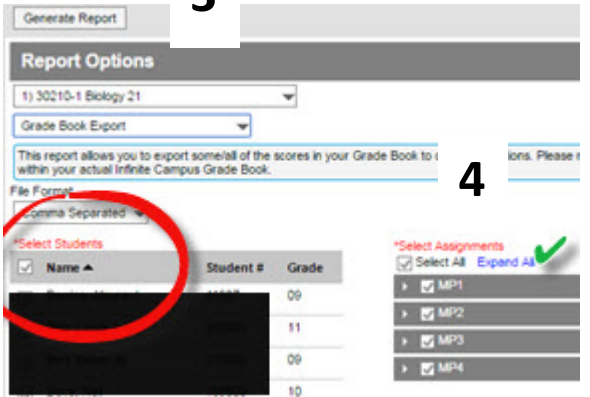
**1**



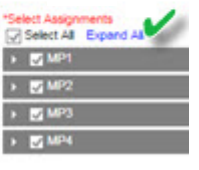
**2**



**3**

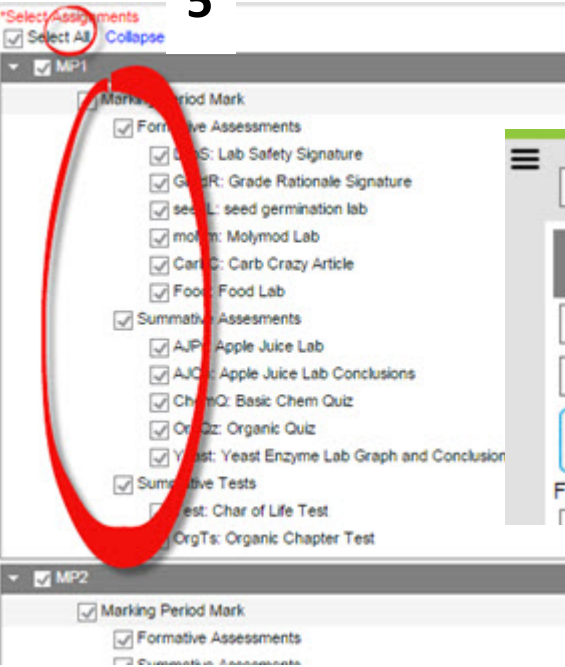


**4**

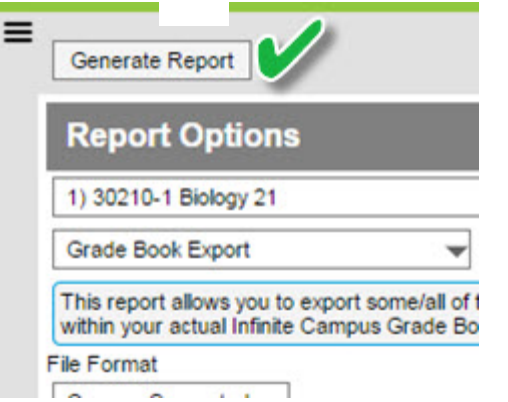


Name	Student #	Grade
		09
		11
		09
		10

**5**



**6**



**Generate Report**

**Report Options**

1) 30210-1 Biology 21

Grade Book Export

This report allows you to export some/all of the scores in your Grade Book to a file within your actual Infinite Campus Grade Book.

File Format

Comma Separated Values

\*Select Students

Name  Student #  Grade

\*Select Assignments

Select All  Expand All

MP1

MP2

MP3

MP4