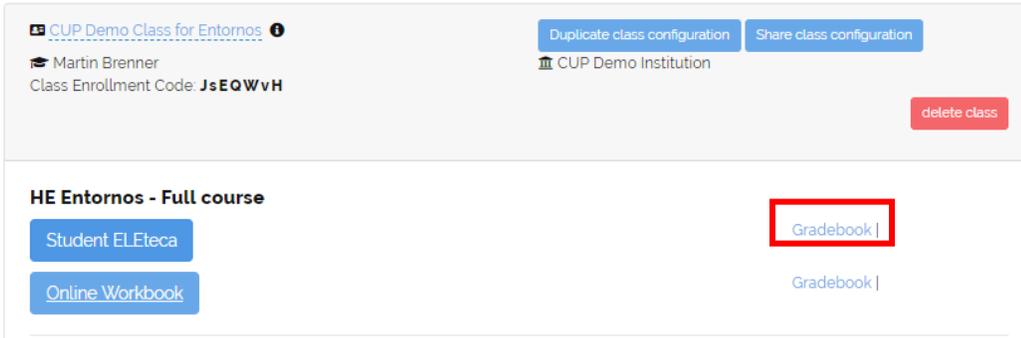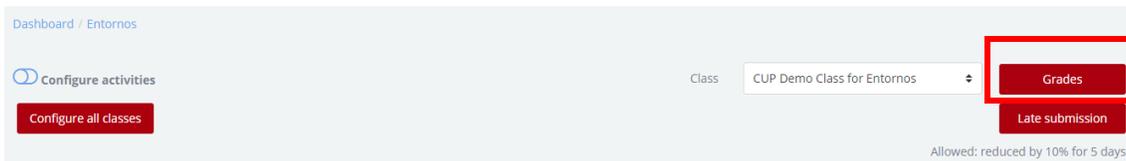# Custom Gradebook Offload

You now have the ability to **offload** the gradebook for the **entire class** or you can **apply filters** to offload only the **grades you need at that time**. You can filter by **Unit, individual exercises, level, and skill**:

1. Select a **Gradebook** from your **Dashboard** or while in a **class component**. Remember, there are **separate gradebooks for Student ELEteca and the Online Workbook in each class**:
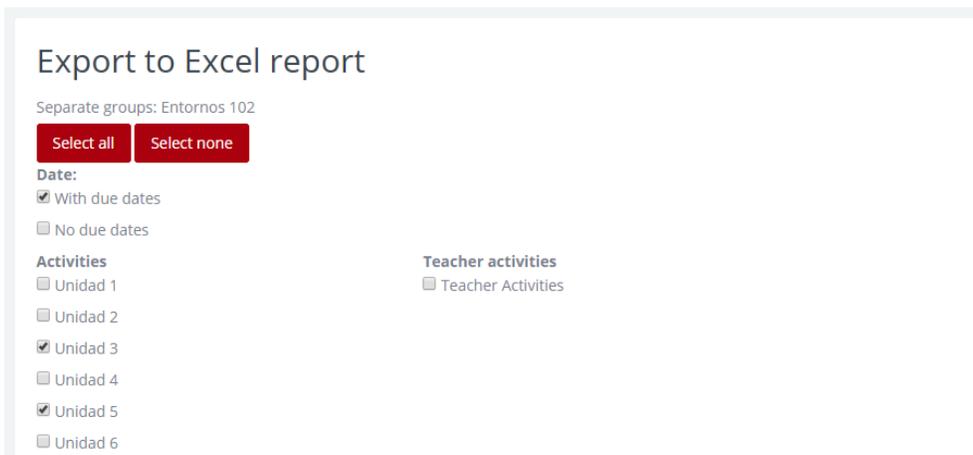
Or

2. Once inside the **Gradebook**, select **Export to Excel**:

3. The next screen is where you can **apply filters**. You can use the drop down to **select different classes**. **Select all** and **Select none** are used to select/deselect **all exercises**. **Filters** are then separated by **Skill, Level, and Unit**. You can combine these to narrow the exercises for reporting (i.e. Reading exercises in Unit 3):

4. Scroll down to **select individual exercises** for you offload. Select the Unit, then use **check boxes to select exercises you want to include in your report**:

   a. Click the **Level** you want to see all the **exercises available**. Remember, if an exercise is **Hidden, it will not appear in the Gradebook**:

   b. Use **Check Boxes to select** exercises:

5. Once all your filters are selected, **scroll to the bottom** and select **Download**. The Excel file will save to your machine. The file name will be "*class name* **Grades.xlsx**":

6. The file will contain percentage grades for the activities you selected, plus a total Final Grade for those exercises only. Incomplete or unattempted exercises count as 0%:

First name	Surname	Institution	Vendor	Email address	Study Group	Las nacionalidades	Información personal	Profesiones	Final grade	Final grade (round)
						Entornos				
						Unidad 1				
Eleven	Hopper	CUP Demo Institution	CUP	ent-demo-student2@yopmail.com	Entornos (CUP Demo Class for Entornos)	Uncompleted	33.33 %	Uncompleted	11.11 %	11 %
Lucas	Sinclair	CUP Demo Institution	CUP	ent-demo-student1@yopmail.com	Entornos (CUP Demo Class for Entornos)	66.66 %	100 %	66.66 %	77.77 %	78 %
Maxine	Mayfield	CUP Demo Institution	CUP	ent-demo-student3@yopmail.com	Entornos (CUP Demo Class for Entornos)	Uncompleted	In progress	33.33 %	11.11 %	11 %

Questions about….

Need additional help? Please go to https://edinumen.es/ele-help

Scheduling a Training? To schedule a training, please fill out this [form](https://goo.gl/forms/nqo2G5mDRWeaB9c93) (https://goo.gl/forms/nqo2G5mDRWeaB9c93)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your [K-12 Language Specialist](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states) ([http://www.cambridge.org/gb/education/find-your- sales-consultant/united-states](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states)) or

your [Higher Ed Language Specialist](http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data) (http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data)