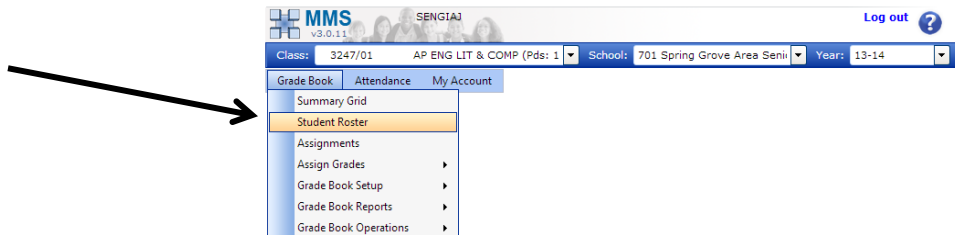
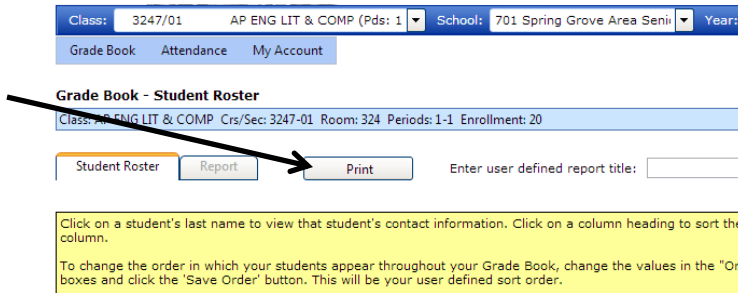


Blank Grade Book Using Excel

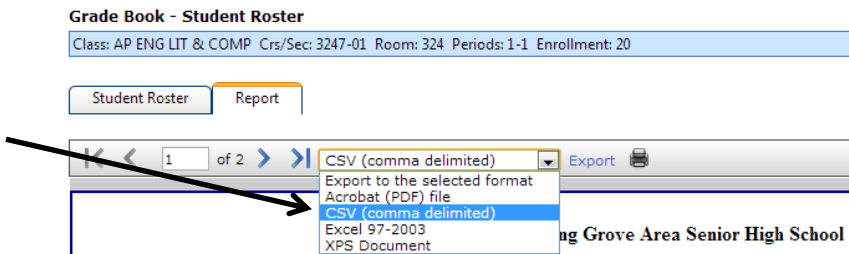
1. Open the attached Excel File
2. Perform a **Save As** to your staff drive (or wherever you want to save to)
3. Leave the Excel File open
4. Log in to MMS
5. Select a course from the drop down menu
6. At the top left, click on **GradeBook**.
7. Click on **Student Roster**



8. Click on the tab **Print**

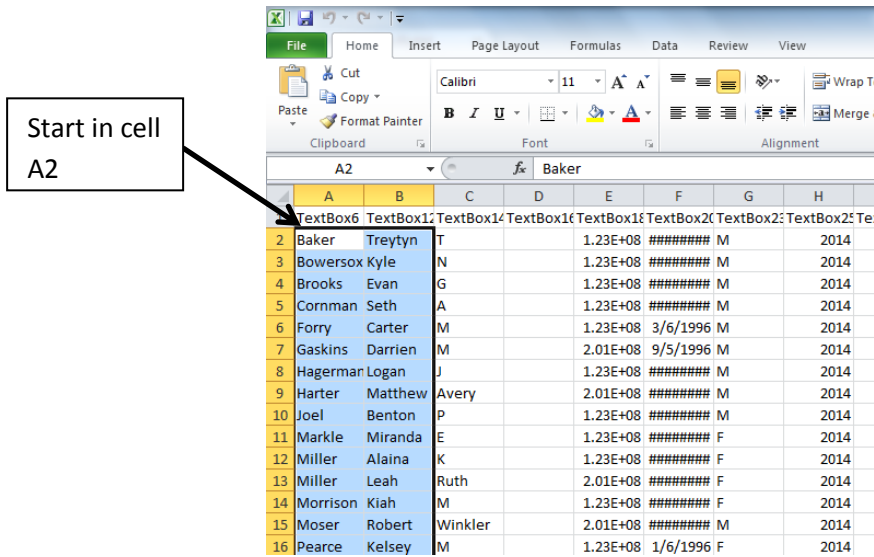


9. Click on the drop down menu and select **CSV (comma delimited)**



10. Open the document **StudentRosterReport** at the bottom of the screen.

11. Click and drag to select the student names in the first 2 columns of the spreadsheet.

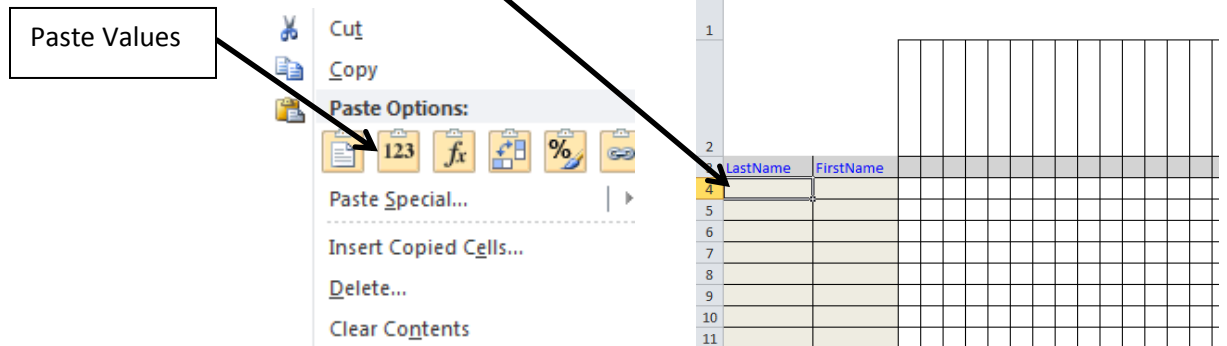


12. Right click in the blue area, select **Copy**

13. Go to the template file

14. Right click in cell A4

15. Select **Paste Values** (second option)



16. Do a **Save As** to save your blank grade book with a different file name (class name and period) so that you keep the template file.