

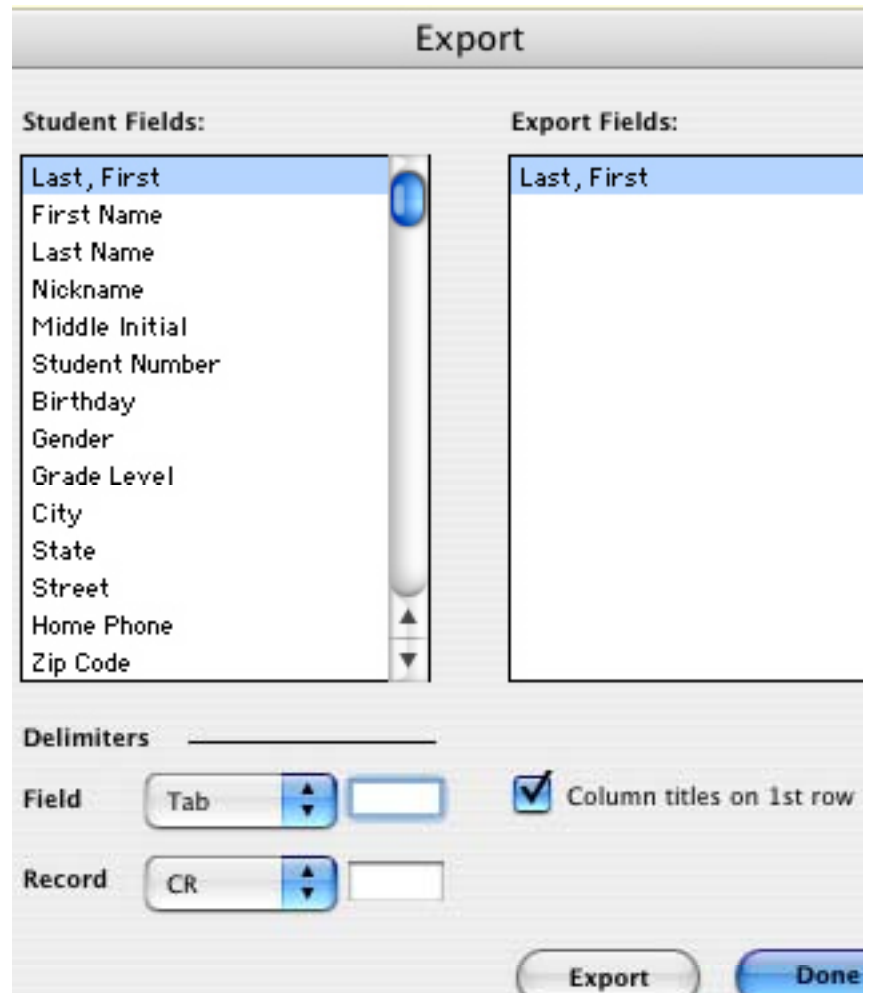
Creating a Grading “Grid” with PowerGrade and Microsoft Excel

Steps in PowerGrade:

- 1) Pull down the Report menu to Custom Export
- 2) Drag the fields you wish to export to the Export Fields window
- 3) Click EXPORT
- 4) Name the export file (example: PwrGrdNames.txt)
- 5) Click SAVE and direct it to save to the desktop
- 6) Click DONE, the exported file is saved to your desktop

Steps in EXCEL

- 1) Launch Microsoft Excel
- 2) Pull down the FILE menu to OPEN
- 3) Locate your saved export file on the desktop
- 4) the “Text Export Wizard” appears, click NEXT, NEXT, FINISH
- 5) The list of names appear in an Excel worksheet
- 6) Use the Excel formatting palette to change the font and the font size if needed
- 7) Add any other fields you need across row one
- 8) Pull down the FILE menu to PAGE SETUP
 - PAGE- to choose page orientation (portrait or landscape)
 - MARGIN- adjust how the spreadsheet will print on the page
 - HEADER FOOTER- to add a title (use the custom option)
 - SHEET- to print grid lines and row and column headings
- 9) Pull down FILE menu to Print Preview to take a look at the way your spreadsheet will print.



RESULTS:

	Last, First	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field
1	BETTIN, BRIANNA L							
2	BIALAS, BROOKE							
3	BODNER, CHRISTOPHER							
4	BONNER, SARAH							
5	CURETON, AUSTIN							
6	FITCH, KYLE							
7	FOWLER, VICTORIA							
8	JOHNSON, BECKY							
9	LOOMIS, MAKAYLA							
10	MOSEY, BRITTNEY							