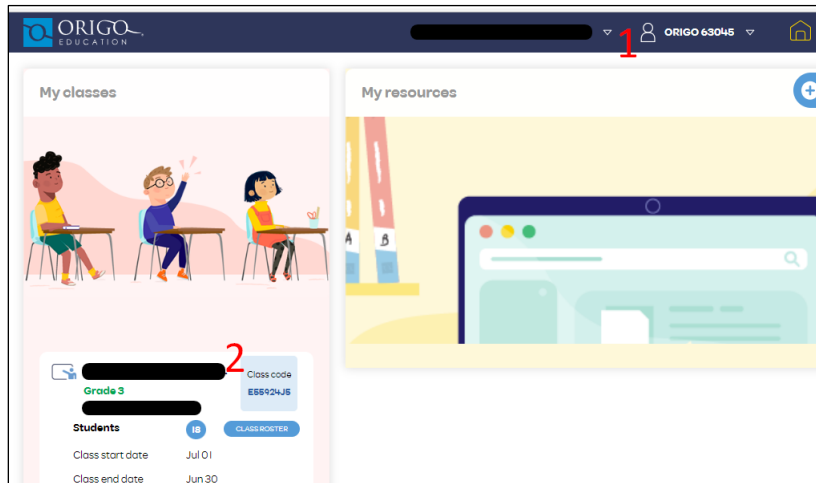


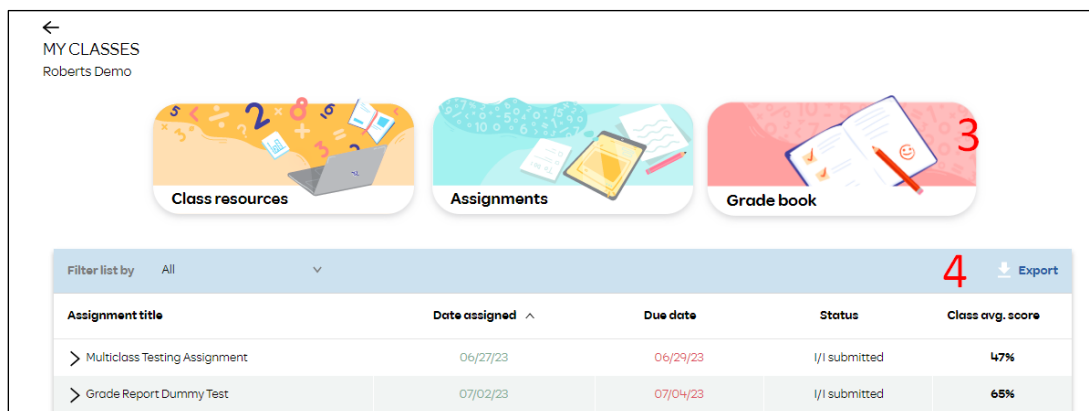
Access Grade Book Export Instructions

The Access grade book report can be exported at the district, school, or class level. The report is exported as a CSV and the data included are students' first/last names, assessment name, individual student points, and class average. The data can be added to other Excel spreadsheets if needed. See the instructions below to export the grade book.

Access Grade Book Export



1. Log into Access with either your district administrator, school administrator or teacher credentials. For those signing in as a district administrator, you will need to select the drop down at the top to choose a school. If you're rostering with Clever or ClassLink sign into Clever or ClassLink, then select the ORIGO Access app on your dashboard.
2. Select the class name. You will be taken to the teacher's class dashboard.



3. Select the Grade book
4. Select Export. The report will be generated at the bottom left corner of your screen.
5. These steps need to be followed to generate an export for each class.

Note – For those using Macs, you will need to save the export before viewing.