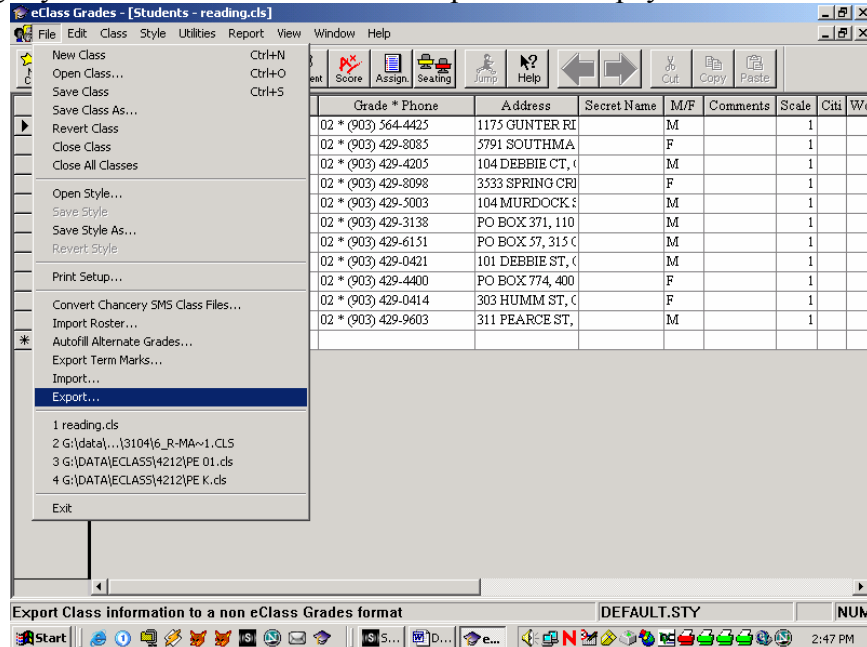
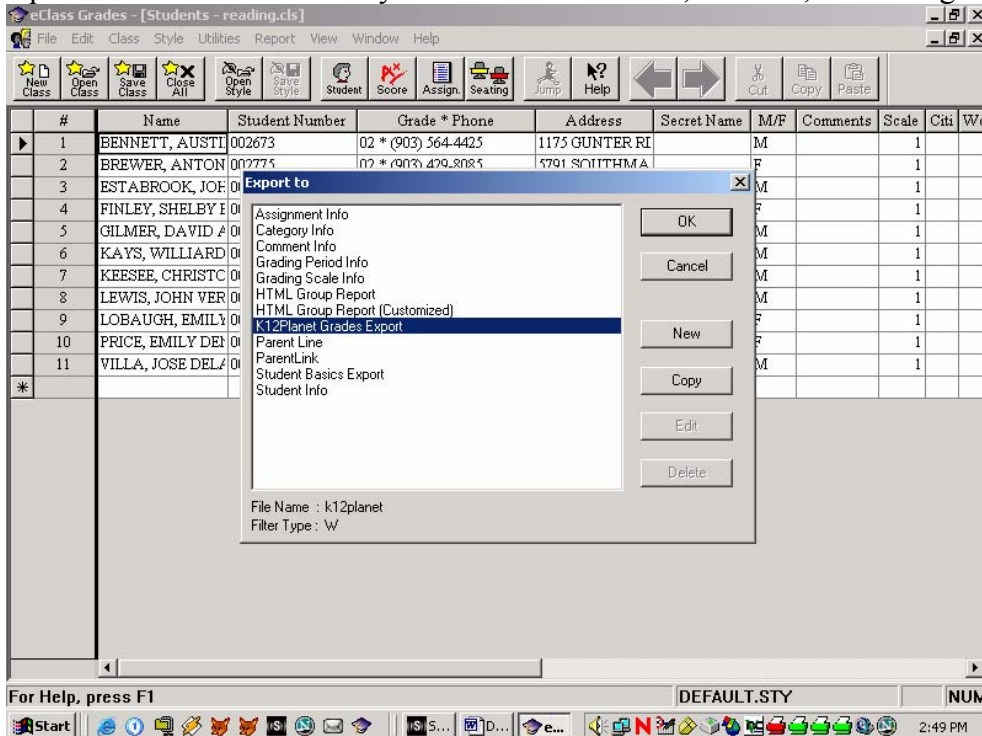


**Exporting K-12 Grades**  
**By Ken Kemp**  
**Technology Director CISD**  
**By 3:45 Every Tuesday**

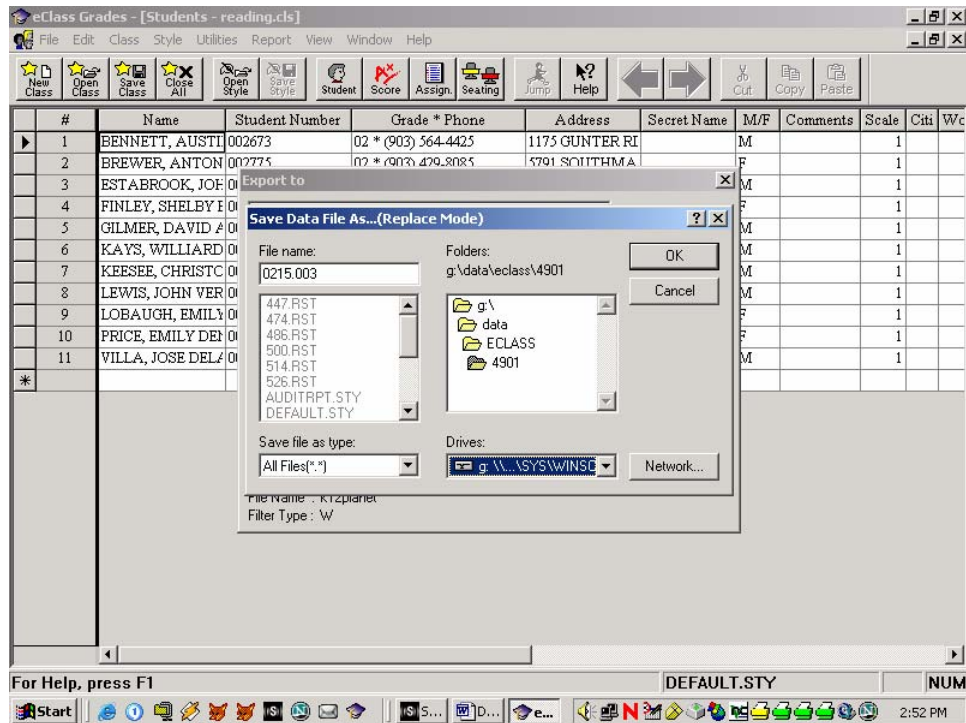
This is slightly different than a term marks export. Please pay careful attention.



- 1) Open the class to export and go to “file” **EXPORT not EXPORT TERM MARKS.**
- 2) Export term marks is used only for notices of concern, 6 weeks, and term grades.



- 3) The export will bring you to the above box. Click on K-12 Planet Grades Export and the click OK.



- 4) The save data file as box will appear. Make sure that you switch the drives box to the "G" drive and that you are in your folder. Then click okay.
- 5) If prompted to overwrite a file click "okay".