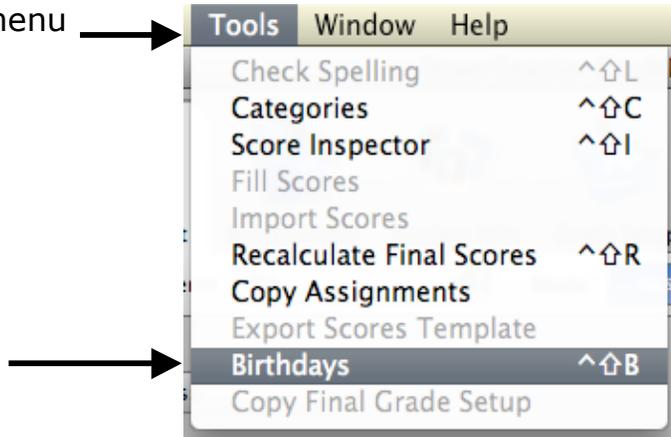


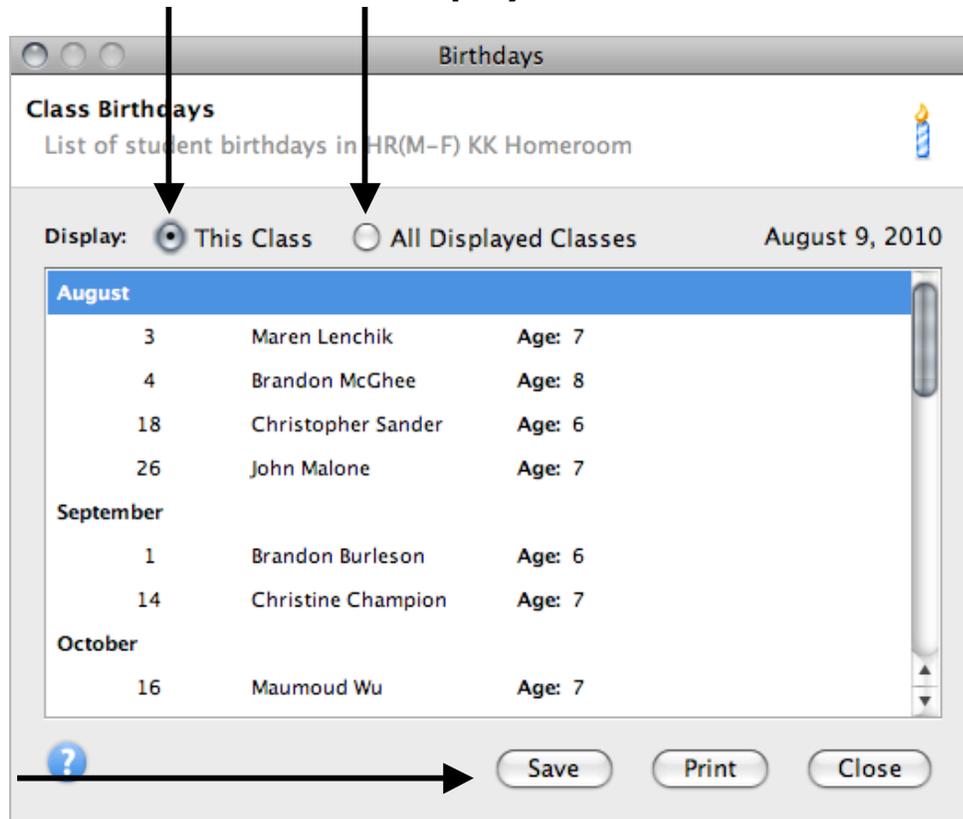
POWERTEACHER GRADEBOOK EXPORTING THE BIRTHDAY LIST AND OPENING IN EXCEL

1. Launch the Gradebook.

2. From the **Tools** menu
select **Birthdays**.



3. Select either **This Class** or **All Displayed Classes**.



4. Click **Save**.

5. Name the file.

Save As: BirthdayList.csv

6. Choose where to save this file and remember the location.

Desktop

Name	Date Modified
2008-9	Tuesday, February 2...
2009-10	Thursday, June 24, 2...
2010-11	Sunday, August 8, 20...

7. Leave the file type as **CSV files.**

File Format:
CSV files (*.csv)

8. Click Save.

New Folder Cancel Save

9. Locate the file just saved. **Ctrl>click** on the file and select **Open With>Microsoft Excel.**

