Get Class Emails From Gradebook - Automated in Excel

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1. Go to Gradebook.

2. Click Students (top left).

3. Click the Download Gradebook icon (top right to the left of the settings icon.

4. Choose Full Gradebook and the options you want.

5. Click Download.

6. *The Excel file will be in your Downloads folder.*

7. Now open the **attached Excel file** - Click Enable Editing or Enable Macros (if asked).

   If this opens in Office 360, then save the file on your desktop FIRST. **File - Save As - Download a Copy.**

8. Copy the data from your gradebook download (only highlight the items you want).

9. Go to the Create Email Lists file, click in CELL A5 and paste.

10. Now click the blue button found in cell A1.

11. *This is good for up to 60 students. Delete extra rows at the bottom and use as you need.*