STEP 1

Click on Grades
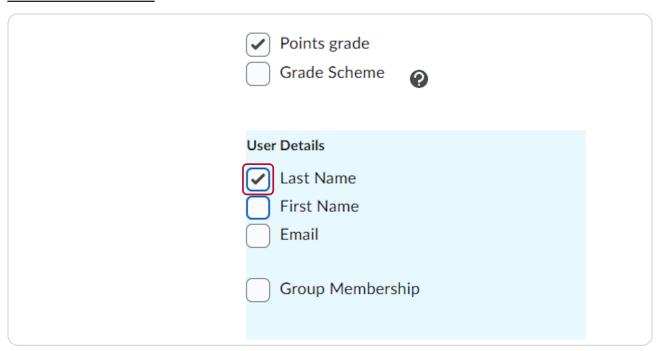

STEP 2

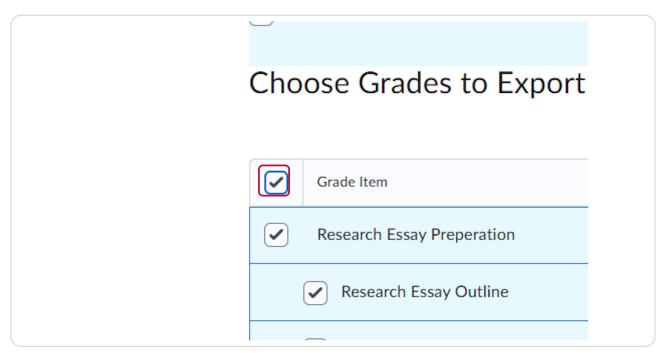## Click on Export
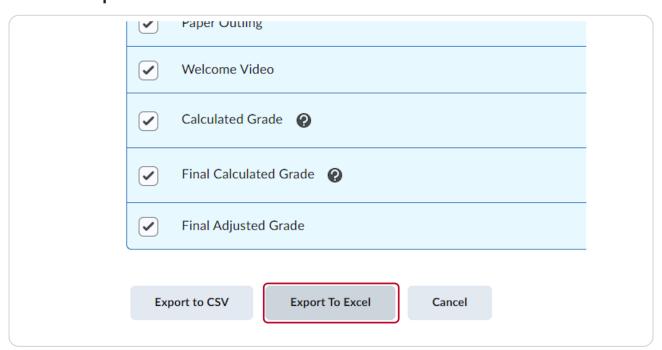
Check Last Name

Check First Name

STEP 5

Check Select all rows

STEP 6

Click on Export To Excel

Click on Download