1. In course navigational menu **click** Assessments and then **select** option for "Quizzes".
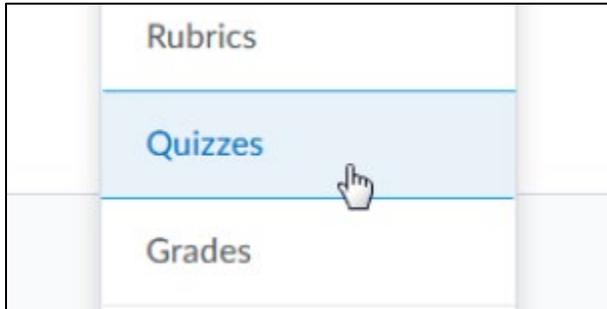
2. **Click** down arrow after quiz title and **select** option for "Grade".
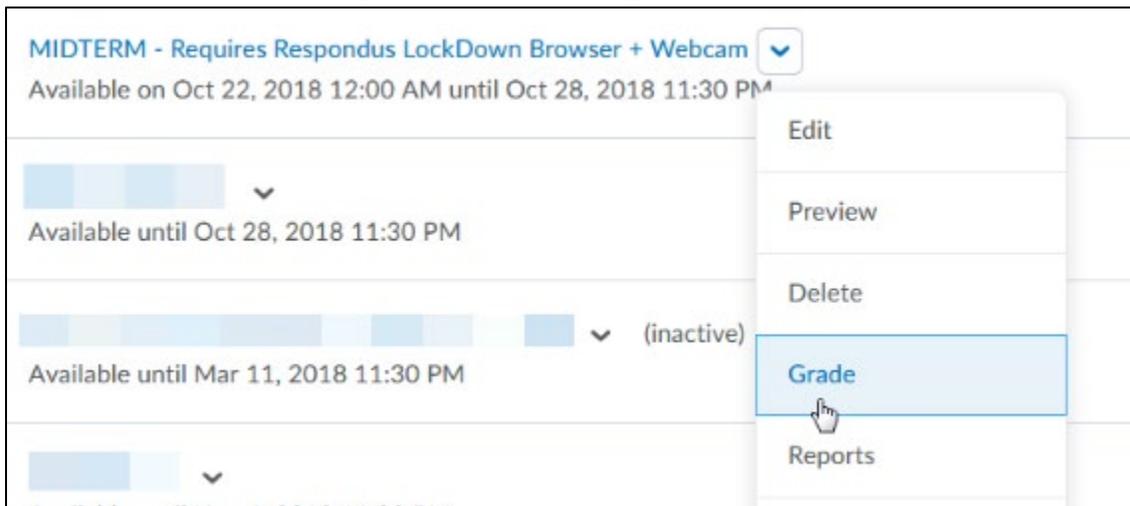
3. **Click** button for Export to Excel.
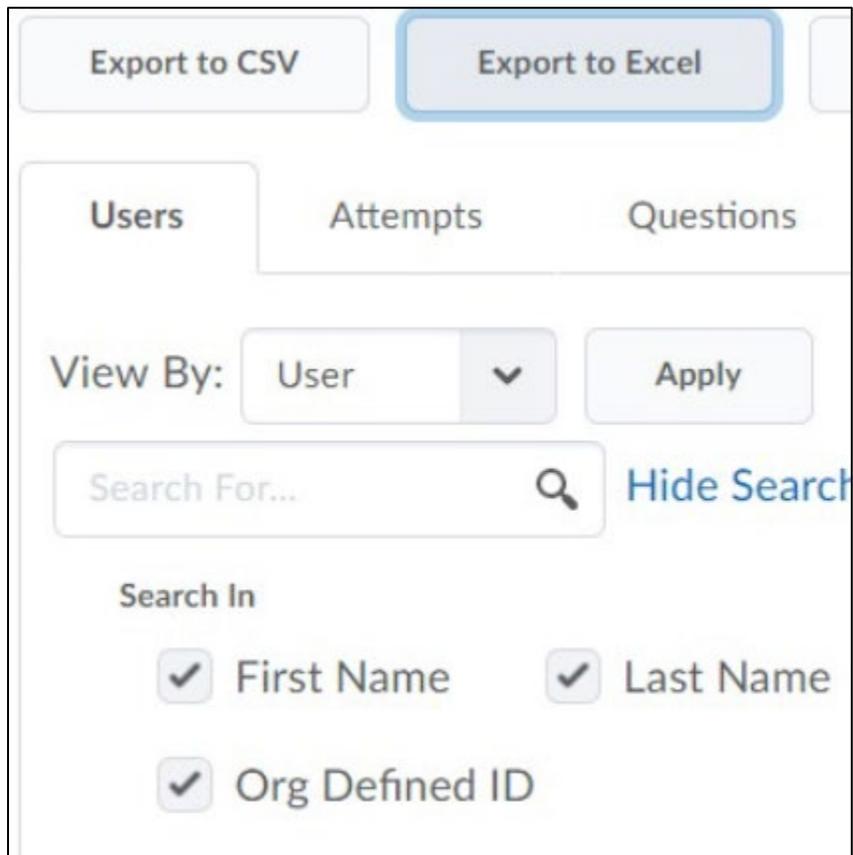
4. "Save" file to the new Shared Drive at this path:
\\texas\LearningOutcomesAssessment\Learning Outcomes Assessment Data\LOA Data - 2019 Spring