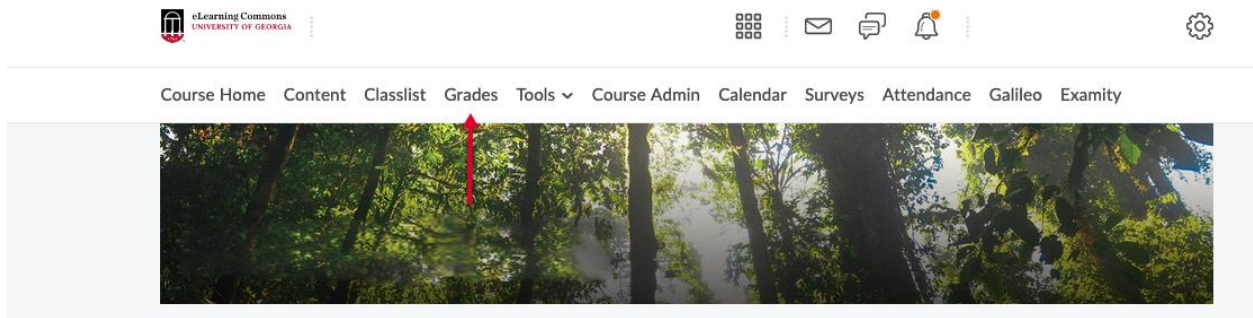
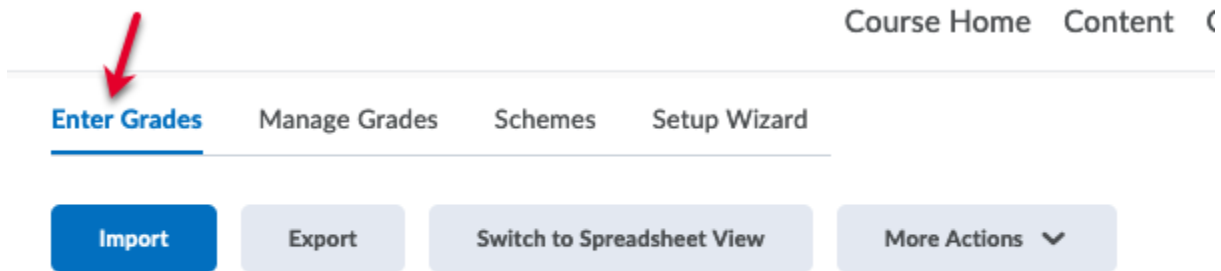


Student Emails from eLC

Step 1: Go to **Grades** inside your eLC course.



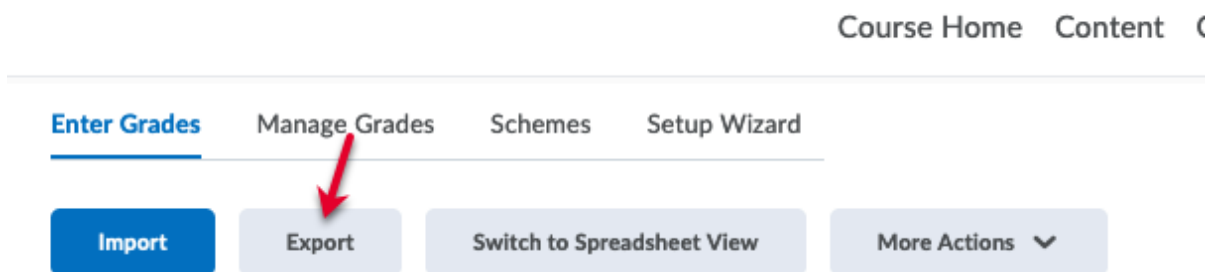
Step 2: Make sure you are in **Enter Grades**.



Note

- 'Final Calculated Grade' sums to 210%, not 100%. Verify the total weight of all top

Step 3: Click **Export**.



Note

- 'Final Calculated Grade' sums to 210%, not 100%. Verify the total weight of all top

Step 4: Select **Email** under User Details for Export Grades.

Export Grades

Export Options

Export Grade Items For

Key Field


- Org Defined ID
- Username
- Both

Sort By

Grade Values

- Points grade
- Weighted grade
- Grade Scheme

User Details

- Last Name
- First Name
- Email 
- Group Membership

Step 5: Unselect all grade items
Choose Grades to Export

	Grade Item	Type
<input type="checkbox"/>		

Step 6: Choose **Export to Excel**.



Step 7: Download the file



Step 8: Use Microsoft Excel to open the file from step 7.

Step 9: Download [eLC Export Template with Formula](#) from the Office of the Registrar website.

Step 10: Insert a new column for UGA email in the file downloaded in step 7.

Step 11: Copy the formula from the Excel Template in step 9 and paste formula in the new UGA email column. For tips on how to paste a formula in Excel, please refer to [Microsoft Support](#).

Step 12: Paste the formula down the entire column to populate all email addresses.

For help with eLC, please visit <https://help.elc.uga.edu/>.