

Exporting Gradebook

To export the gradebook as an Excel document to be submitted at the end of the semester,

1. From Course Home, select "Grades" from the Evaluation tab:

Edit Course Con	tent Evaluation ✓ Communication ✓ Resources ✓ Course Tools ✓ Help ✓ LOR Virtual Classroom ePortfolio
	Assignment Dropbox
	Discussions
	Grades
	Quizzes

2. Select the "Enter Grades" tab:

Edit Course	Content	Evaluat	ion 🗸	Com	nmunication 🗸	Resources 🗸	Course Tools 🗸	Help 🗸	LOR	Virtual Classroom	ePortfolio	
Enter Grades	Manage	Grades	Scheme	es	Setup Wizard						Settings	P Help

3. Click the "Export" button:

Enter Grades	Manage Grades	Schemes	Setup Wizard
Import	Export	More Actions	~

This will direct you to the "Export Grades" page.



4. Select the following Export Options:

Export Options	
Key Field	
Org Defined ID Username Both	
Grade Values	
 Points grade 	
✓ Grade Scheme	
User Details	
 Last Name 	
 First Name 	
Email	
A. Key Field: Both – This will ens	ure that both the student's A# and full name is included in

- the spread sheet B. Grade Values: Check all available options
- C. User Details: select Last Name and First Name
- 5. In the "Choose Grades to Export" section, all grade items are selected by default, so no changes or adjustments are required.
- 6. Click "Export to Excel" at the bottom of the page:





Your file will be available for download in an "Export Grades" dialog box.

7. Click the link that appears in the dialog box to download.