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:
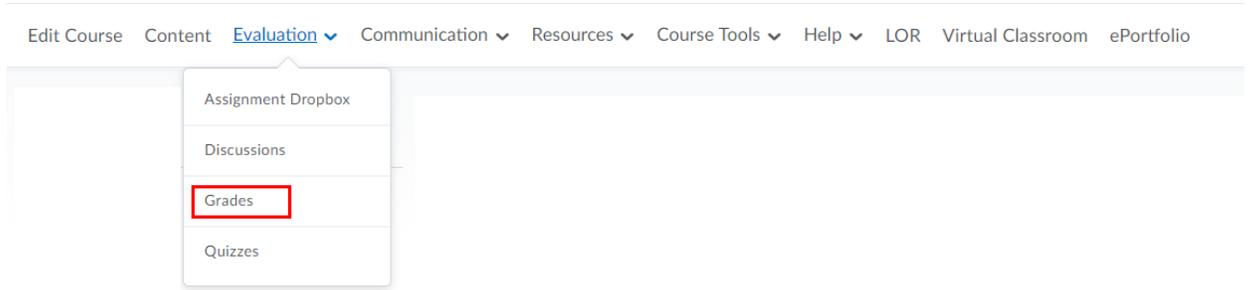
2. Select the "Enter Grades" tab:
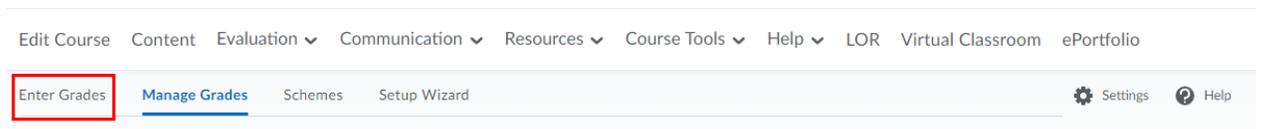
3. Click the "Export" button:
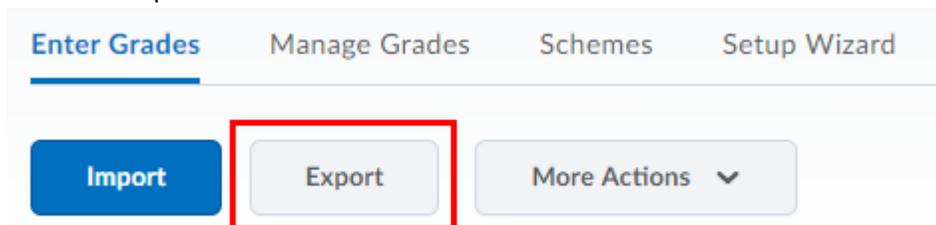
This will direct you to the "Export Grades" page.

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 ensure 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:

Export to CSV   Export To Excel   Cancel

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.