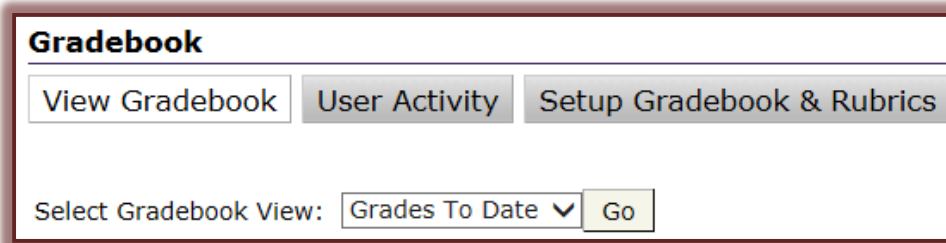


Gradebook-Export Grades

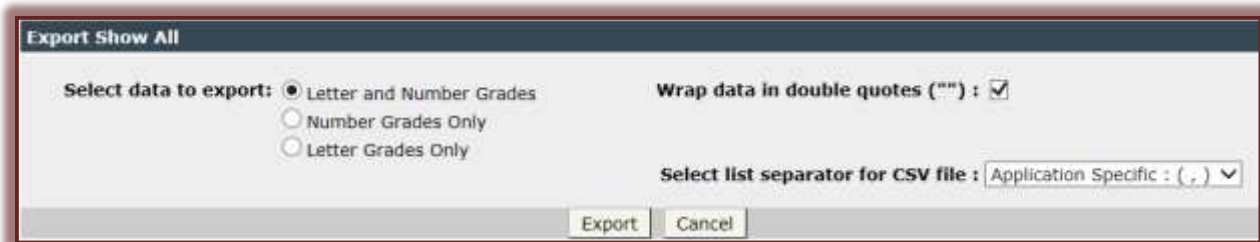
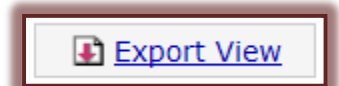
The current view of a Gradebook can be exported to a comma-separated (.csv) file. The Gradebook can then be opened in any worksheet application such as Microsoft Excel. Doing this will allow the instructor to take advantage of standard worksheet functions such as calculating means, medium, average, and other statistical calculations. To Export the entire Gradebook, run the export from the **Show All** view. Instructors will be given the option of exporting both letter and number grades if both have been assigned in the Gradebook.

- 🖱️ Click **Gradebook** on the **Tools Menu**.
- 🖱️ The **Gradebook** window will display.
- 🖱️ In the **Select a Gradebook View** list (see illustration below), select the view that is to be exported.
- 🖱️ Click **Go**.



The screenshot shows a window titled "Gradebook". At the top, there are three buttons: "View Gradebook", "User Activity", and "Setup Gradebook & Rubrics". Below these buttons, there is a label "Select Gradebook View:" followed by a dropdown menu currently showing "Grades To Date" and a "Go" button.

- 🖱️ The **Gradebook** page will change to the selected view.
- 🖱️ Click the **Export View** link (see illustration at right).
- 🖱️ Select the format to which the Gradebook is to be exported (see illustration below).



The screenshot shows a dialog box titled "Export Show All". It has two sections. The first section is "Select data to export:" with three radio button options: "Letter and Number Grades" (selected), "Number Grades Only", and "Letter Grades Only". The second section is "Wrap data in double quotes (\"") : [checked]". Below this is "Select list separator for CSV file : Application Specific : (,)". At the bottom are "Export" and "Cancel" buttons.

- 🔗 **Letter and Number Grades** - This option will export the current view with Letter grades and Number grades in separate columns.
- 🔗 **Number Grades Only** - Use this option to export the current view with Number grades only.
- 🔗 **Letter Grades Only** - Select this option to export the current view with Letter grades only.
- 🔗 **Wrap data in double quotes** - Click the checkbox for this item if the item is not to be in double quotes when exported. The default is to have the checkbox selected.
- 🔗 **Select list separator for CSV file** - The three options are **Application Specific**, **Comma**, or **Semi-colon**.

- 🖱️ Click **Export**.
- 🖱️ The **File Download** dialog box will appear.
- 🖱️ Click the **Save** button.
- 🖱️ The **Save As** window will display.
- 🖱️ Select a name and location for the exported **Gradebook** file.
- 🖱️ Click **Save**.
- 🔗 The current view of the Gradebook file will be saved with the **.csv** file extension.
- 🔗 Any spreadsheet program can be used to open the file.