

Desire2Learn: Beyond the Basics

Exporting the Gradebook

To export the gradebook to your computer:

1. Click on Grades
2. Click on Import/Export

3. Click on “Export to CSV from Grades”.

4. In **Export Options**, select your preferred options.


NOTE 1: The selected options in image to the right are the default options in D2L.

NOTE 2: The **blue-edged box** is for the weighted grade system.

5. In “**Choose Grades to Export**,” you can “Select All” or unclick “Select All” and choose specific items in the gradebook.

6. Click **Export** in the bottom right corner of the screen.
7. In the pop-up box, select where you want your gradebook file saved and then click **Save**.

To open the gradebook in Excel:

1. Open Excel.
2. Find the gradebook file using **File/Open** or the **Open** icon ().
NOTE: The gradebook file from D2L is a *.csv file (comma separated values). In order to see the file, you need to drop down the “Files of Type” menu to select “Text Files” (or “All Files”).
3. Highlight the gradebook file name and click **Open**.
4. With the D2L gradebook file open in Excel, **re-save** the file as an Excel file (*.xls):
 - a. Click on **File/Save As**.
 - b. In the “Save As” pop-up box, drop down the “Save as Type” menu to select appropriate Microsoft Excel type (probably “Microsoft Excel 5.0/95 Workbook”).
 - c. Click **Save**.