

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.

Grades : Import / Export

Grades List

What would you like to do?

Import into Grades from CSV

Export to CSV from Grades **3**

Export Grades

Grades will be exported into a CSV (comma separated values) format. The first row consists of header information for all of the fields.

The first field of the second row and all successive rows will be each user's identifying key field or fields, such as user's the StudentId or Username. Depending upon the options that you select below, the remaining user data fields will be listed next, such as the user's Last Name and First Name. Following the user data will be the grade values for the Grade Items that you choose to Export, followed by the Adjusted Final Grade, assuming that you chose to Export it.

Export Options **4**

Which key field should be exported for each user:

StudentId

Username

Both

Which grade values would you like to export for each user:

'Out Of' Grade

'Weighted' Grade (Note: this field cannot be used in an Import)

Grade Scheme for Item (Note: this field cannot be used in an Import)

Which user detail fields should be included in the export:

Last Name

First Name

Email

Choose Grades to Export **5**

Select All

Journal Entries


J1

J2

J3

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 97-Excel 2004 & 5.0/95 Workbook").
 - c. Click **Save**.