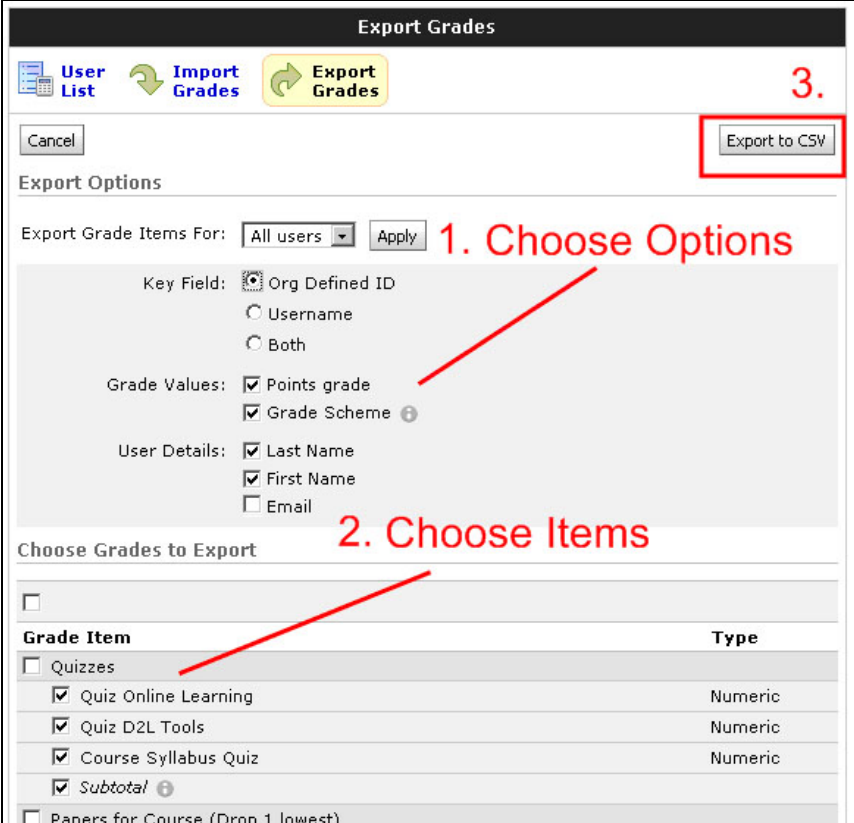


GRADES: Exporting grades

Exporting grades from your D2L course produces a comma delimited file (.csv) with the students' information separated by commas. This information can then be opened by a program such as Excel.

NOTE: It is a good idea to export your gradebook several times during the semester and at the end of the semester so that you have a backup of your gradebook.

Go to **Grades** and click the  **Export Grades** icon. The **Export Grades** page appears.



Export Grades

User List Import Grades **Export Grades** 3.

Cancel Export to CSV

Export Options

Export Grade Items For: All users Apply 1. Choose Options

Key Field: Org Defined ID
 Username
 Both

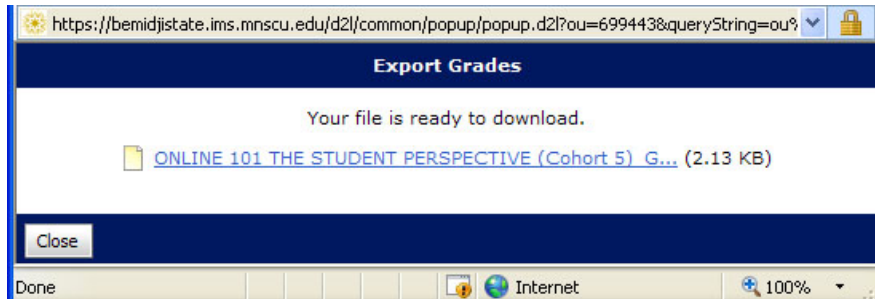
Grade Values: Points grade
 Grade Scheme

User Details: Last Name
 First Name
 Email

Choose Grades to Export 2. Choose Items

Grade Item	Type
<input type="checkbox"/> Quizzes	
<input checked="" type="checkbox"/> Quiz Online Learning	Numeric
<input checked="" type="checkbox"/> Quiz D2L Tools	Numeric
<input checked="" type="checkbox"/> Course Syllabus Quiz	Numeric
<input checked="" type="checkbox"/> Subtotal	
<input type="checkbox"/> Papers for Course (Drop 1 lowest)	

1. Under **Export Options**, select the values you would like to export.
2. Under **Choose Grades to Export**, select the desired items.
3. Click on the **Export to CSV** button (top or lower right).
4. The **Export Grades** dialog box appears.



5. Click on the file name.
6. Select the **SAVE** option (**NOTE:** How the save option is presented will depend on the browser that you are using).
7. Navigate to and select the desired save location on your computer or on a jump drive.
8. Click **SAVE** or **OK** (depending on your browser).
9. Close the **Export Grades** dialog box.

IMPORTANT NOTE: If you want to **import** the Grades file back into your D2L class, **do not open it.**

To access the exported .csv file (on your computer or jump drive):

1. Open Excel.
2. Go to **File** and **Open**. In the **Open** pop-up box, change "**Files of type**" to "**Text Files (*.pm, *.txt, *.csv).**"
3. Locate and highlight the exported file (.csv); then click on **Open**.
4. In the **Text Import Wizard** pop-up box, Excel will take you through an import process where you will do the following:
 - **STEP 1:** Check "**Delimited**" and click on **Next**.
 - **STEP 2:** Uncheck "Tab" and check the box for "**Comma;**" click on **Next**.
 - **STEP 3a:** Select the column that has **OrgDefinedId** [It will probably already be selected).
 - **STEP 3b:** For "**Column data format,**" click on "**Text.**" [This will keep the leading zeroes on the ID numbers.]
 - Click on **Finish**.
5. On the spreadsheet page, enter or change any data that you want.
6. Go to **File** and **Save As**, and change the "**Save as type**" to "**CSV (Comma delimited) (*.csv).**"
7. Click on **Save** and then click on **Yes** at the next two dialog boxes.
8. In D2L, import the file back into the D2L class gradebook, following the instructions provided on the import page.