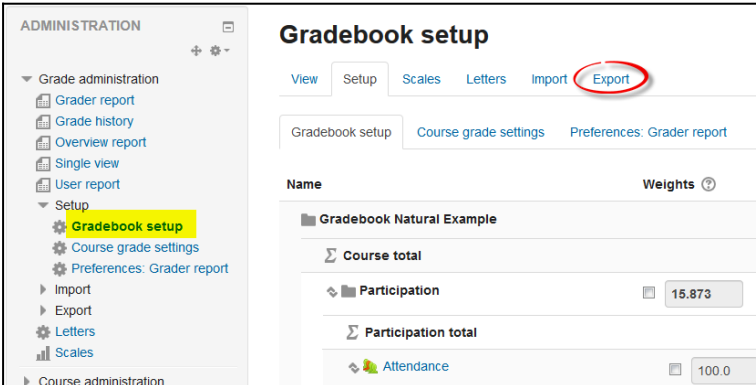


Faculty: Export Your Gradebook

Hart Wilson - 2019-01-04 - 0 Comments - in Faculty

We recommend downloading a copy of your gradebook for your records at the completion of every term.

To do so, click on **Gradebook setup** in the **Course administration** block on the left, then click on the **Export** tab.



Name	Weights
Gradebook Natural Example	
Course total	
Participation	15.873
Participation total	
Attendance	100.0

A list of all of the grade items in the gradebook will be displayed.

Select **Excel spreadsheet** from the download option tabs, then scroll down and click on **Download**. Save the file to your computer.

Export to Excel spreadsheet

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[OpenDocument spreadsheet](#) [Plain text file](#) [Excel spreadsheet](#) [XML file](#)

Grade items to be included

Course total

Category total

Attendance

Category total

Category #4

Midterm #1

Midterm #2

Final Exam

Category total

First Draft

Final Draft

[Select all/none](#)

Export format options

[Download](#)