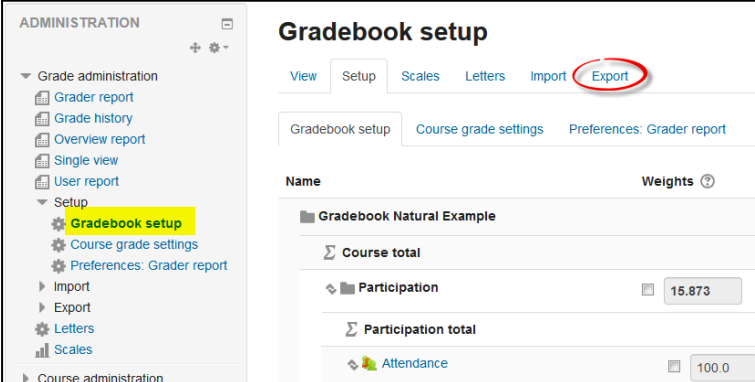


## Faculty: Export Your Gradebook

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.



The screenshot displays the Moodle 'Gradebook setup' interface. On the left, the 'ADMINISTRATION' sidebar is visible, with 'Gradebook setup' highlighted in yellow. The main content area shows the 'Gradebook setup' page with tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. The 'Export' tab is circled in red. Below the tabs, there are sections for 'Name' and 'Weights' with a list of grade items including 'Course total', 'Participation', 'Participation total', and 'Attendance'.

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](#)