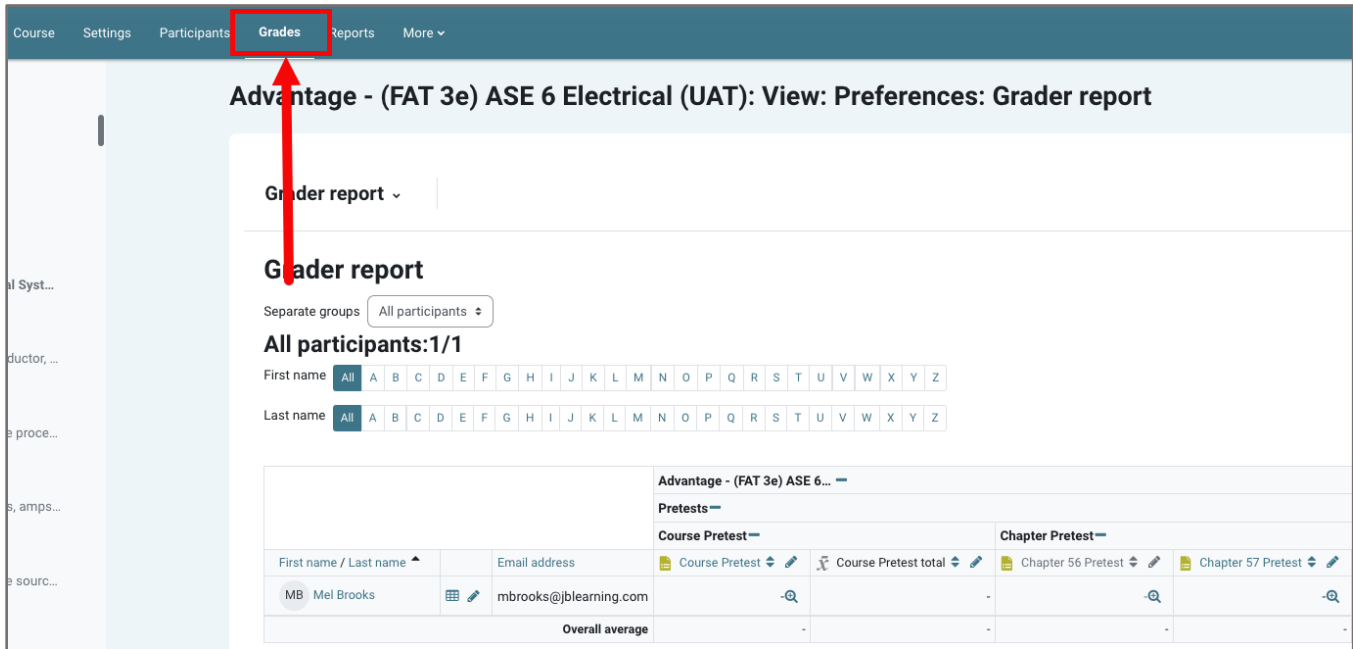


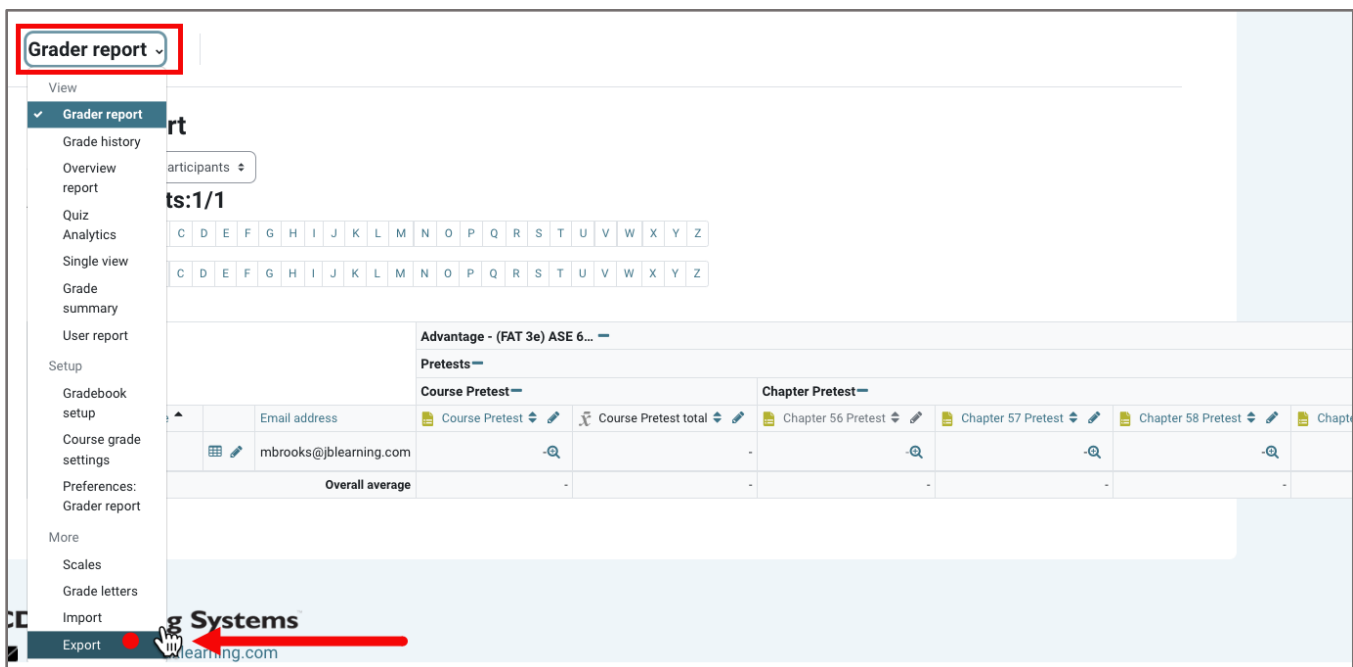
# How to Export the Gradebook

This document provides instructions on how you may export your gradebook in a variety of file formats including plain text, OpenDocument spreadsheet, XML, or Excel spreadsheet.

1. From any course contents page, click the **Grades** tab at the top of the page.



2. From the **Grader report** drop-down menu options, select **Export** at the bottom of the list.



3. On the following page, you may choose the preferred exported file format from the **Export as** dropdown menu. Grade items to be included in the report are listed under **Grade items to be included**, which is expanded by default.

The screenshot shows the 'Export as' dropdown menu with options: OpenDocument spreadsheet, Plain text file, Excel spreadsheet, and XML file. A red callout box labeled 'Available file formats' points to this menu. Below, the 'Grade items to be included' section is expanded, showing a list of items with checkboxes: Course Pretest, Category total, Chapter 56 Pretest, and Chapter 57 Pretest. A red callout box labeled 'Grade items are listed here' points to this list. The 'Export to OpenDocument spreadsheet' title is partially visible, along with 'Separate groups' set to 'All participants' and an 'Expand all' link.

4. Review the list under **Grade items to be included** and deselect any items you wish to exclude from the exported file. Use the **Select all/none** link at the bottom of the list to quickly select or deselect all grade items.

The screenshot shows a list of grade items with checkboxes: Chapter 61 End of Chapter Questions, Chapter 62 End of Chapter Questions, Chapter 63 End of Chapter Questions, Chapter 64 End of Chapter Questions, Chapter 65 End of Chapter Questions, Category total, and Course total. A red callout box labeled 'Deselected item will not be included in exported file' points to the 'Chapter 64 End of Chapter Questions' item. Another red callout box labeled 'Click to select/deselect all grade items' points to the 'Select all/none' link. Below the list is a section titled '> Export format options' and a 'Download' button.

5. Click and expand the **Export format options** tab to review available options for the selected file format. Options here vary depending on the type of file, or format, you are exporting. Once you are satisfied with your selections, click the **Download** button at the bottom of the page.

Course total  
Select all/none

**Format options available when exporting**

▼ **Export format options**

Include feedback in export

Require active enrollment ⓘ

Grade export display types  Real  Percentage  Letter

Grade export decimal places

**Download**