
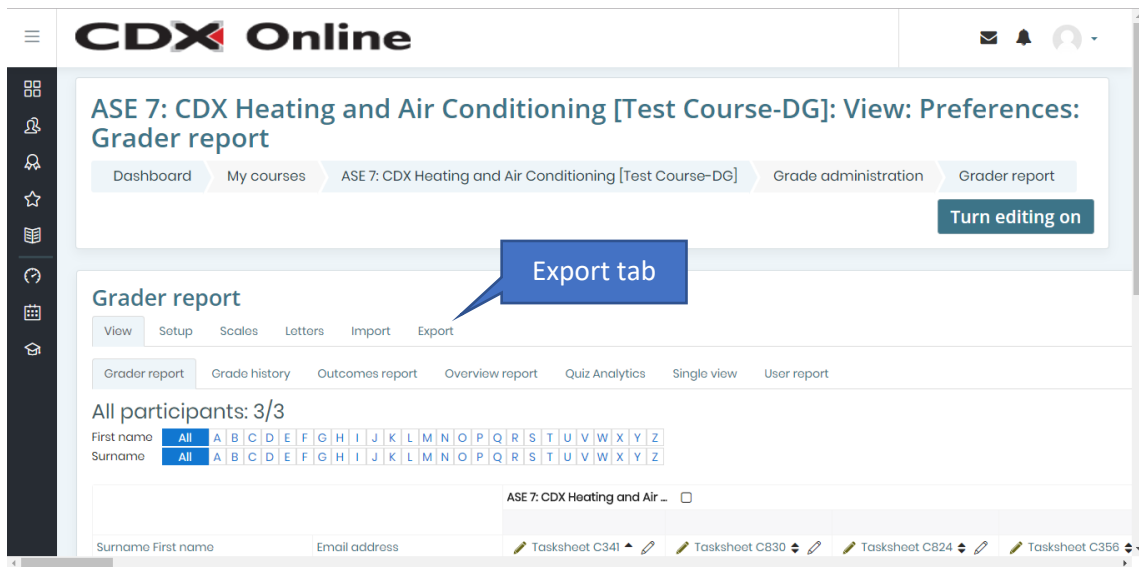


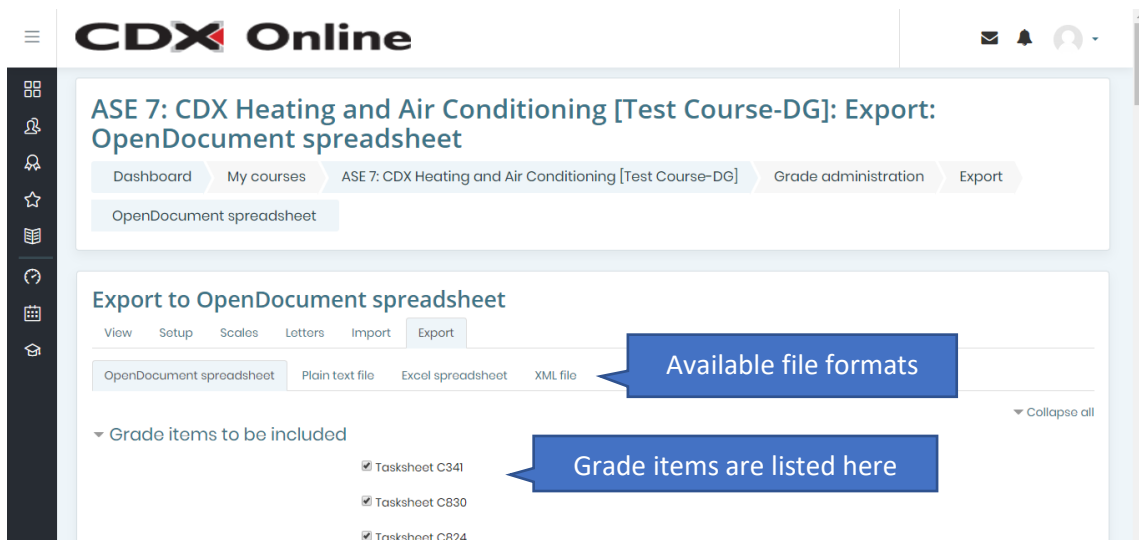
How do I export the gradebook?

You can export a gradebook in a variety of file formats including plain text, OpenDocument spreadsheet, XML, or Excel spreadsheet.

1. Log in to your CDX account as an instructor and navigate to the desired course.
2. On the course page, click the **Grades icon**  in the system drawer. The gradebook for the course opens.

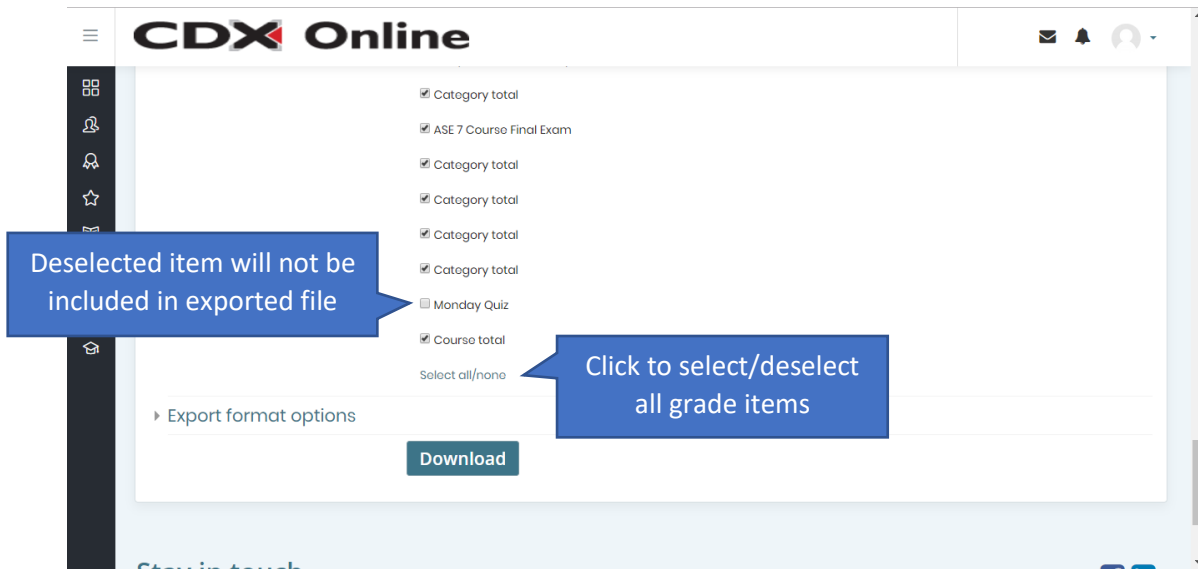


3. Click the **Export tab**. An export page opens with options for specifying the export format, selecting the grade items you wish to include, and specifying any additional export format options. Available file formats are displayed in tabs across the top. Grade items are listed under **Grade items to be included**, which is expanded by default.

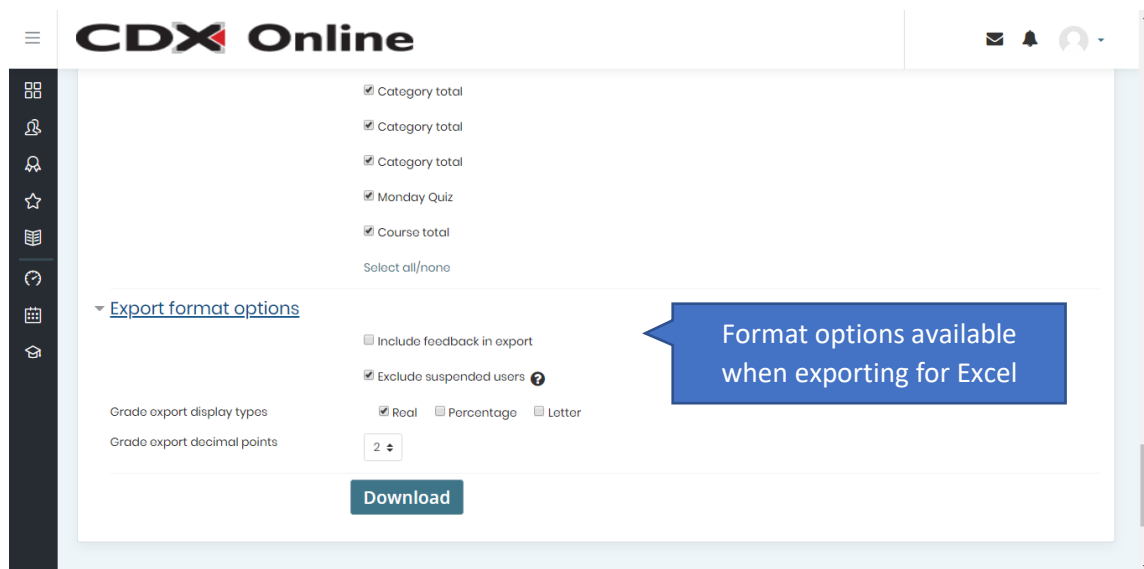


How do I export the gradebook?

- To export to a different file format, click the desired tab. For example, to export to an Excel spreadsheet, click the **Excel spreadsheet tab**.
- 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 items.

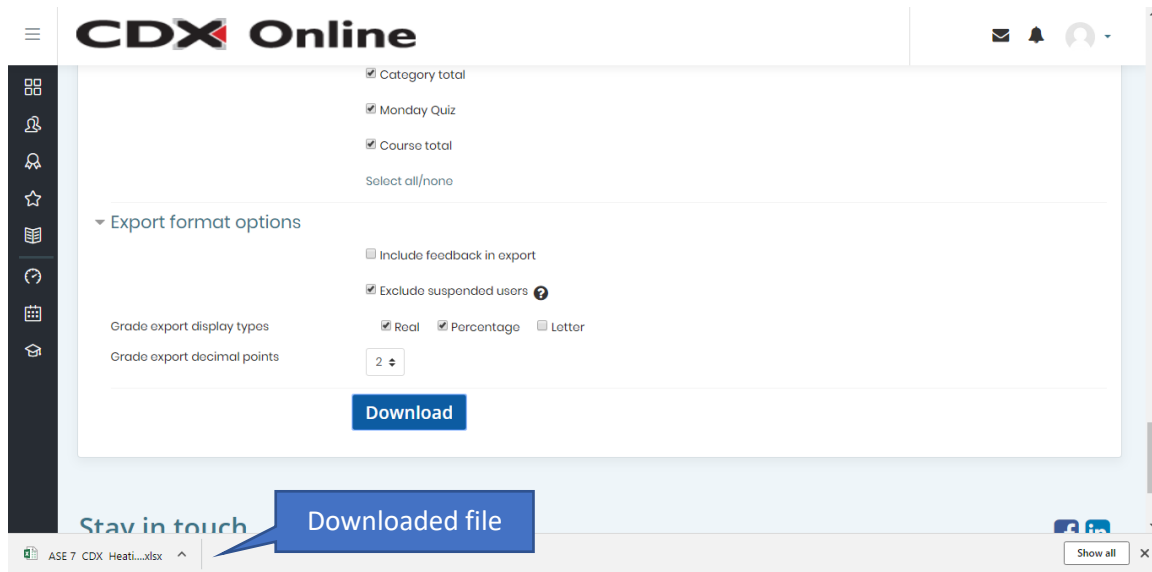



- Click the **Export format options heading** to review available options for the selected file format. These options vary depending on the type of file you are exporting. For example, if you're exporting to Excel you can choose to include instructor feedback, exclude suspended users (only actively-enrolled students will be included), choose the display type (real, percentage, or letter), and the number of decimal points to include in any numeric grades.



How do I export the gradebook?

7. When you're ready, click the **Download button**. Depending on your operating system and browser settings, the file might download automatically, or a dialog box opens with options for specifying the save location. You can open the downloaded file to review it or print it.



8. Click the **course icon**  in the system drawer to return to your course.