



Exporting Grades from Gradebook into Excel

You may wish to download your gradebook as an Excel spreadsheet for recordkeeping or other purposes. To download your gradebook, to an Excel spreadsheet:

- Go to **More** on the Navbar and select **Grades** from the dropdown menu.
- Click on the **Export** button.

A screenshot of the D2L Gradebook interface. The top navigation bar includes links for Course Admin, Quick Eval, Content, Assignments, Discussions, Quizzes, Class Progress, Awards, and More. Below this, the 'Enter Grades' tab is active, with sub-tabs for Manage Grades, Schemes, and Setup Wizard. The 'Export' button is highlighted with a red rectangle. Other buttons include 'Import', 'Switch to Spreadsheet View', and 'More Actions'. Below the buttons, there are filters for 'View By: User' and a search bar. The main table displays student names (Last Name, First Name), Final Grades, Weighted Total, and Week 2 Quiz scores. The table has a greyed-out section for the first two rows of data.

- Complete the export options, such as grade values, user details, and how you want names to be displayed on the sheet.

Export Grades

Export Options

Export Grade Items For

Key Field

☒ Org Defined ID
☐ Username
☐ Both

Sort By

-- Default --

Grade Values

☒ Points grade
☐ Weighted grade ?
☐ Grade Scheme ?

User Details

☒ Last Name
☒ First Name
☒ Email
☒ Group Membership

- You will also be prompted to **Choose Grades to Export**. Select grade items to include, such as quizzes, assignments and discussions. Note: The fewer items you select, the faster the export process will be.

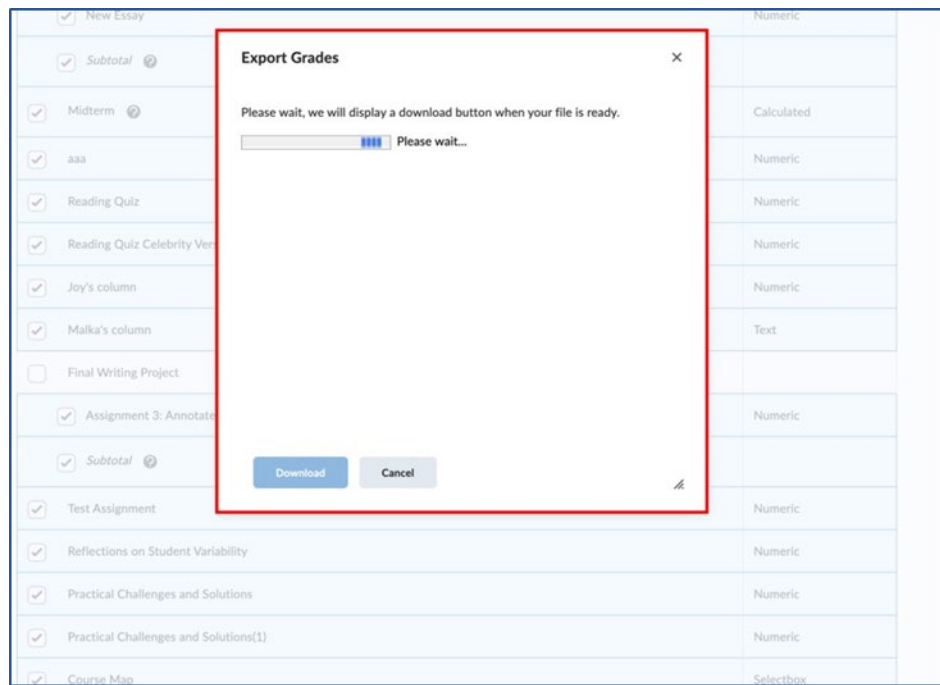
Choose Grades to Export

☐	Grade Item	Type
☒	Graded Discussion Posts	
☒	How do you like to brainstorm?	Numeric
☒	Topic 1: Gun Control	Numeric
☒	On going discussions Group Discussion: Weekly posts	Numeric
☒	Discussion 1(1)	Numeric
☒	Thesis Statements	Numeric
☒	Subtotal ?	

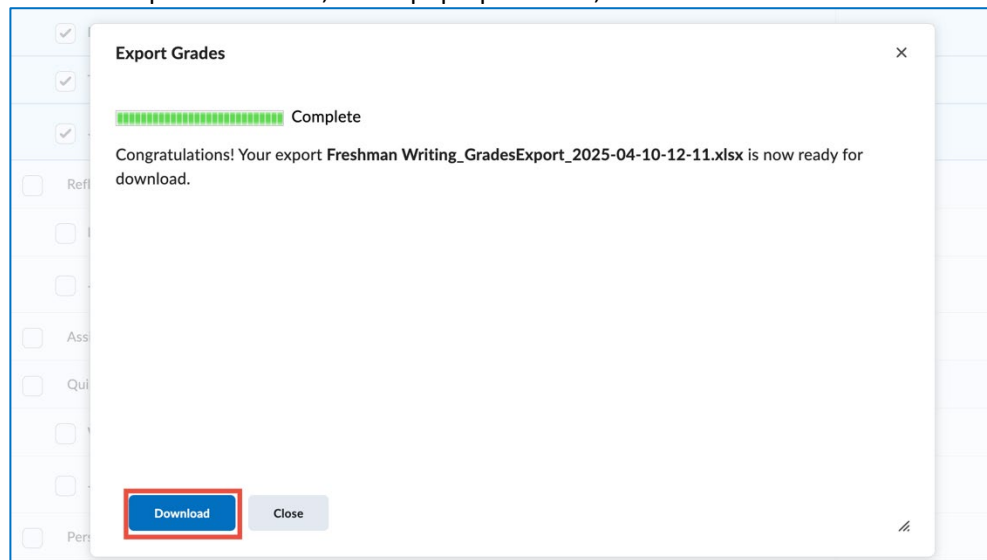
- At the bottom of the page, click **Export to Excel**.

☒	Reflections on Student Variability	Numeric
☒	Practical Challenges and Solutions	Numeric
☒	Practical Challenges and Solutions(1)	Numeric
☒	Course Map	Selectbox
☒	Action Plan	Selectbox
☒	Liquid Syllabus	Selectbox
☒	Final Calculated Grade ?	
☒	Final Adjusted Grade	

- A window will appear showing that your gradebook is being exported as an Excel file.



- Once the export is finished, in the pop-up window, click on the **Download** button.



- Once your file is finished downloading to your computer, you can edit it in Excel.

ExcelFileEditViewInsertFormatToolsDataWindowHelp

AutoSave

2024 FA (1) Topics in Biology CUNY Core BIO 100 OKC1 (9967)

HomeInsertDrawPage LayoutFormulasDataReviewViewAutomateAcrobat

Paste

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BBIU

General

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	A	B	C	D	E	F	G	H	I	J	K
1	Username	Last Name	First Name	Week 2 quiz:	Week 2 quiz:	Week 2 quiz:	Week 3 Quiz:	Week 3 Quiz:	Week 3 Quiz:	Week 5 Quiz:	Week 5 Quiz:
2				90	2.7 A-		87.6190476	2.62857143	B+	100	3
3				80	2.4 B-		89.5238095	2.68571429	B+	90	2.7
4				80	2.4 B-		87.6190476	2.62857143	B+	90	2.7
5				90	2.7 A-		100	3	A+	90	2.7
6				90	2.7 A-		84.7619048	2.54285714	B	90	2.7
7				90	2.7 A-		0	0	F	90	2.7
8				0	0 F		93.3333333	2.8	A	0	0
9				90	2.7 A-		69.5238095	2.08571429	D+	70	2.1
10				0	0 F		0	0	F	0	0
11				80	2.4 B-		87.6190476	2.62857143	B+	60	1.8
12				90	2.7 A-		93.3333333	2.8	A	90	2.7
13				100	3 A+		77.1428571	2.31428571	C+	90	2.7
14				90	2.7 A-		92.3809524	2.77142857	A-	80	2.4
15				0	0 F		77.1428571	2.31428571	C+	80	2.4
16				50	1.5 F		36.1904762	1.08571429	F	70	2.1
17				0	0 F		82.8571429	2.48571429	B-	70	2.1
18				70	2.1 C-		91.4285714	2.74285714	A-	90	2.7
19				90	2.7 A-		91.4285714	2.74285714	A-	90	2.7
20				90	2.7 A-		82.8571429	2.48571429	B-	100	3
21											
22											
23											
24											
25											
26											
27											