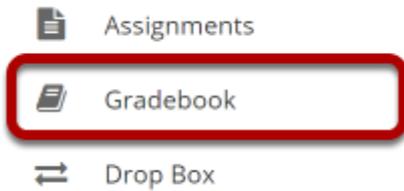


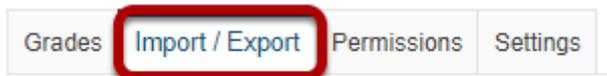
# How do I export grades from Gradebook?

## Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

## Click Import/Export.



## Select Custom Export. (Optional)

### Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.



### Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx formats) below.

**Note:** The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen



### Conventions used

The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [ ] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a \*, e.g. "\* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

You may set the options for customized exports by clicking the **Custom Export** link.

## Choose the items you would like to include in your export.

### Custom Export

Select from the options below to customize your Gradebook export.

**i** Customized exports can only be imported back into the system if Student ID and Student Name are retained in the first and second columns and all other formatting conventions are followed.

<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Gradebook Item Scores
<input checked="" type="checkbox"/> Student Name	<input checked="" type="checkbox"/> Gradebook Item Comments
<input type="checkbox"/> Student Display ID	<input checked="" type="checkbox"/> Course Grade
<input type="checkbox"/> Section Membership	<input checked="" type="checkbox"/> Calculated Course Grade
<input type="checkbox"/> Course Grade Override Date	<input type="checkbox"/> Grade Override

**Filter by group/section**

All Sections/Groups

**DOWNLOAD CUSTOM EXPORT** Cancel

## Click Download Custom Export.

**DOWNLOAD CUSTOM EXPORT** Cancel