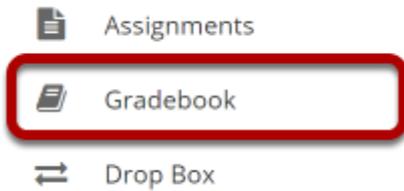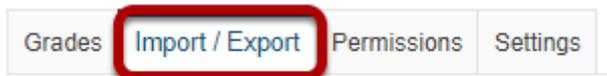# How do I export grades from Gradebook?

Go to Gradebook.

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

Click Import/Export.

Select Custom Export. (Optional)

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.

Click Download Custom Export.