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Introduction

In order to export some or all assessment grades for a module, you will first need to have created the **Grades** section by adding grade items to the assessments that contribute to the overall module grade. When you have the gradebook displaying in the **Grades** section, with the students' names in the first column and each assessment in the following columns, you can export this gradebook to a CSV or Excel file.

Method

1) Within your module, navigate to **Assessment** and then **Grades**.

2) Select the **Export** button near the top of the page.
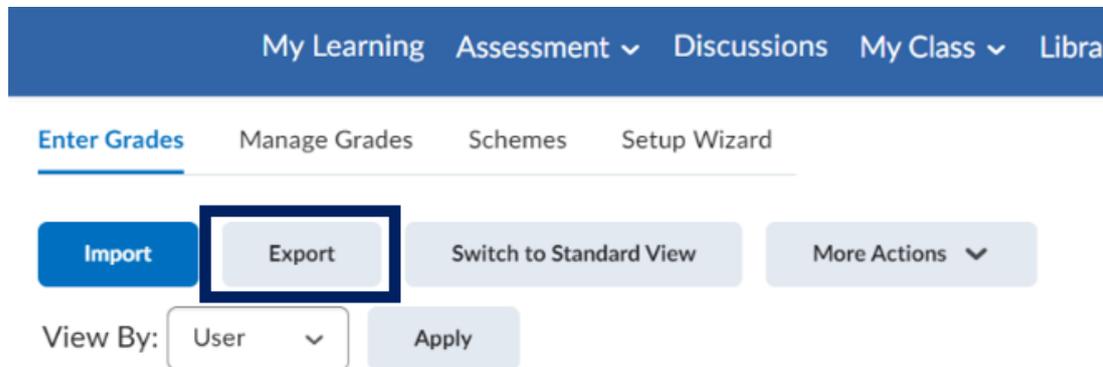
3) This will open a new page, where you can customise the content of the file to download. It will automatically be set to **Export Grade Items** for **All users**: you can choose to change this to **Groups** if you have used that feature.

4) You can also select which parameters you wish to export from the **Grade Values** and **User Detail** sections; you can include or exclude information by checking or unchecking each item.

5) Near the end of the page, select the grade items you wish to export in the **Choose Grades to Export** section; you can select the entire list by clicking the check box in the header row.

Choose Grades to Export

	Grade Item	Type
☑	Assignment	Numeric
☐	Group 1 No Items!	
☑	Sub-component 1	Selectbox
☑	Sub-component 2	Selectbox

6) Finally, you have the option to either **Export to CSV** or **Export to Excel**, depending on your preference, using the buttons at the bottom of the page. This will then generate the file, which you will be able to access wherever you save your downloads on your device.