## **Exporting Grades in D2L**

D2L access ends after **June 30, 2017**. It is important to export and save the grade book files for each D2L course you have used by the deadline. Grade book files should be retained for three years in case a student challenges their grades.

Follow this step-by-step tutorial to export a copy of your D2L grade book to a CSV file that can be viewed in Microsoft Excel or similar programs:

1. Click Assessments and then Grades



2. Make sure you are in **Enter Grades**. If you are in **Manage Grades**, click the **Enter Grades** link located at the top of the screen.



3. Click the **Export** button located near the top of the screen.

Enter Grades		Manage Grades	
Import	Export	More Actions 💌	

4. Select who you'd like to export grades for -- typically, **All users**, if you want to export all grades for archival. Click the **Apply** button.

Export Gr	ades			
Export Options				
Export Grade Items For				
All users 💌	Apply			

5. Note that the default Key Field is the "Org Defined ID" (Student ID)



6. Under Grade Values, select what grade information you'd like to export. Depending on how you have set up your grade book, you may have some or all of the following options: Points grade, Weighted grade, and/or Grade Scheme. You will normally choose Points grade or Weighted grade, depending on how you have set up your grade book.



7. Under **User Details**, select what participant information you'd like to export -- Last Name, First Name, and/or Email.



- Last Name
- First Name
- 🗌 Email

- 8. **Select the grade items and categories** you'd like to export information for. If you are saving all grades, then you can click the box above "Grade Item" to select all grade items and categories.
- 9. Click the **Export to CSV** button. This is the recommended option. You can open the CSV file in MS Excel.

🚔 My Home 🔷 LMC-DWilson	-Trav72 🔻	🖾   💐 🖓 🐺 Deborah Wilson 🗸	
Click this items and	box to select all grade		
Grade Item	categories.	Туре	
Assignment			
Assignment #1		Numeric	
Assignment #2		Numeric	
Assignment 3		Numeric	
Assignment 4		Numeric	
Assignment 5		Numeric	
🗹 Subtotal 💮			
🗹 DB #1(Intro)		Numeric	
☑ DB #2		Numeric	
🗹 DB #3		Numeric	
☑ DB#4		Numeric	
☑ DB #5		Numeric	
Student Survey Travel 72		Numeric	
Practice Quiz		Numeric	
☑ Quiz #1		Numeric	
☑ Quiz #2		Numeric	
☑ Quiz #3		Numeric	
☑ Quiz #4		Numeric	
☑ Quiz #5		Numeric	
🗹 Quiz #6		Numeric	
	el Cancel		
Export to CSV Export to Exc	et curret		

10. Click the download link generated by D2L to save the file to your computer.

