

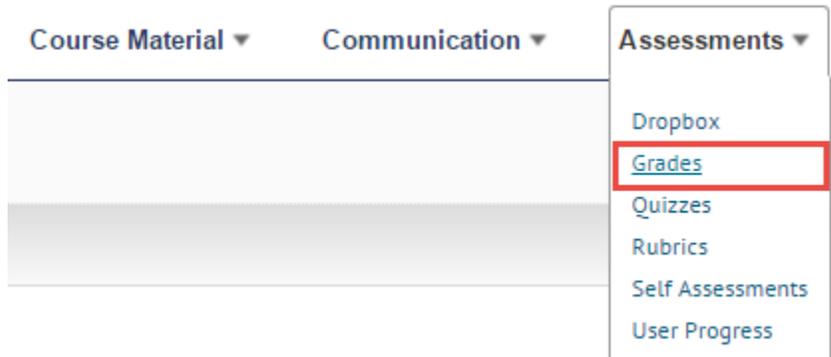
# Exporting Grades in D2L

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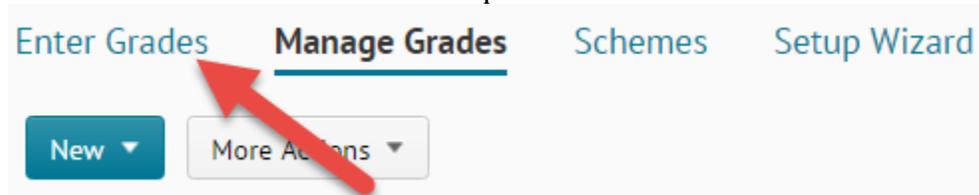
D2L access ends after **June 30, 2017**. It is important to export and save the grade book files for each D2L course you have used by the deadline. Grade book files should be retained for three years in case a student challenges their grades.

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.



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 Grades

### Export Options

#### Export Grade Items For

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

#### Key Field

- Org Defined ID
- Username
- Both

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.

#### Grade Values

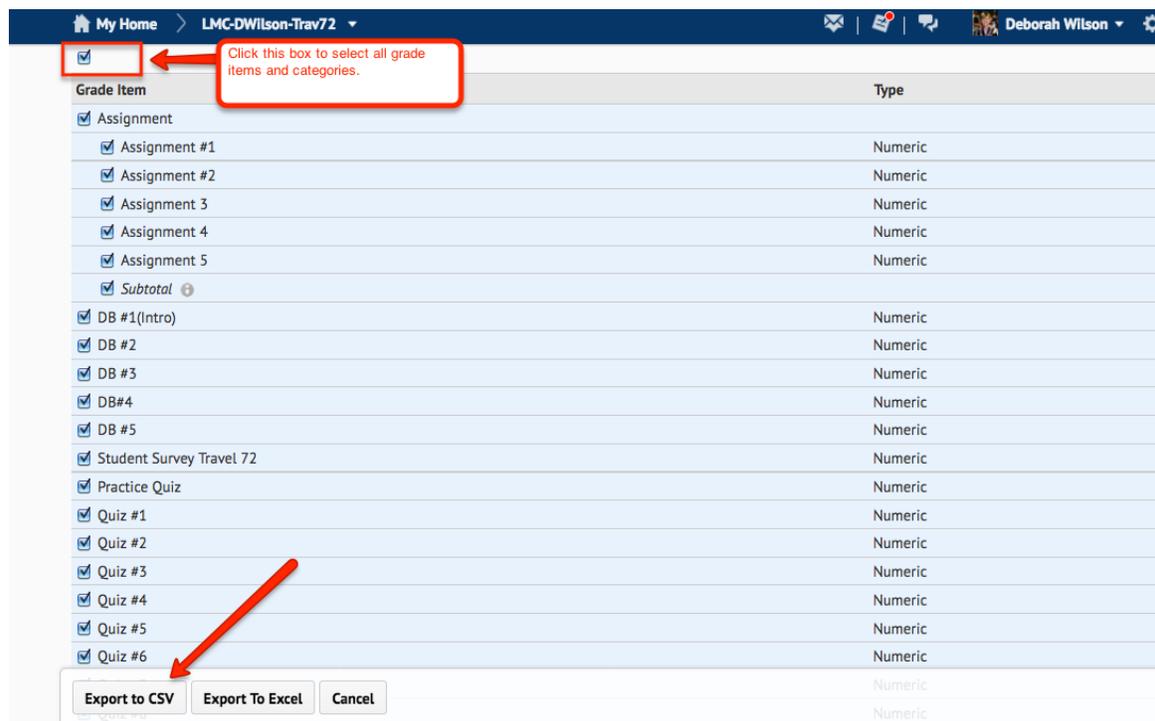
- Points grade
- Weighted grade ⓘ
- Grade Scheme ⓘ

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

#### User Details

- 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.



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

