

## Gradebook—Exporting the Gradebook

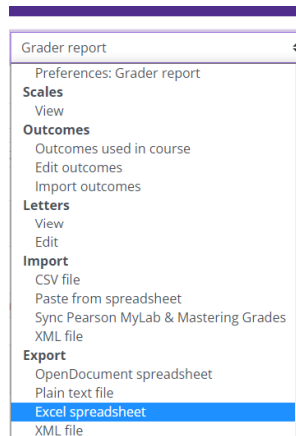
### Exporting

At the end of each semester, it is recommended that instructors export a copy of the gradebook and save for future reference.

Login to Moodle and navigate to the course.

Click on Grades .

Use the Grader report drop down menu and choose the type of file you would like to export. There are four file options. We recommend the Excel spreadsheet.



MOODLE 3.10.TEST

Participants

Badges

Grades

Moodle will provide options to allow you to customize your download.

**Grade Items to be included**—select or unselect the items you would like to include in the download.

### Export format options

If you would like to include feedback in your report, place a check in the box next to “Include Feedback in Report.”

When you have finished customizing the report, click **Download**.

#### Export to Excel spreadsheet

##### Grade items to be included

- ☒ Chapter 01 Assignment
- ☒ Q & A Forum Testing rating
- ☒ RedShelf Testing
- ☒ Test SCORM
- ☒ Testing Rubric
- ☒ Chapter 1 Discussion whole forum
- ☒ Making an Exam
- ☒ Category total
- ☒ New Quiz for testing
- ☒ Testing Forums and Grading whole forum
- ☒ Chapter 1 Quiz
- ☒ Chapter 2 Quiz
- ☒ Mid-Term Exam
- ☒ Chapter 3 Quiz
- ☒ Chapter 4 Quiz
- ☒ Final Exam

##### Export format options

- ☐ Include feedback in export
- ☒ Require active enrollment
- ☒ Real
- ☐ Percentage
- ☐ Letter

Grade export display types

Grade export decimal places

2

Download