

D2L – Exporting the Gradebook

The instructions below will describe how to export the gradebook from D2L:

1. Navigate to the course, and click **Grades** from the Navbar.

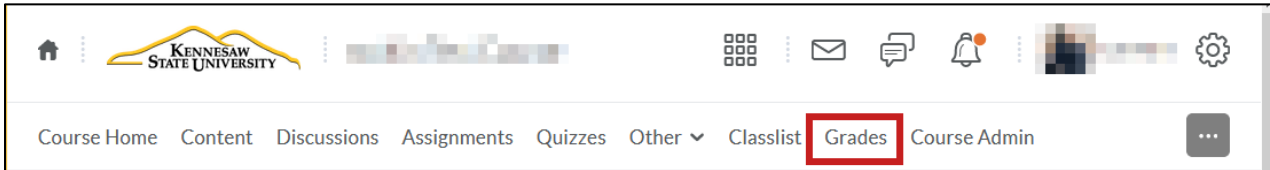


Figure 1 – Access Grades from the Navbar

2. The *Gradebook* will open. Click **Enter Grades** (See Figure 2).
3. Click the **Export** button (See Figure 2).

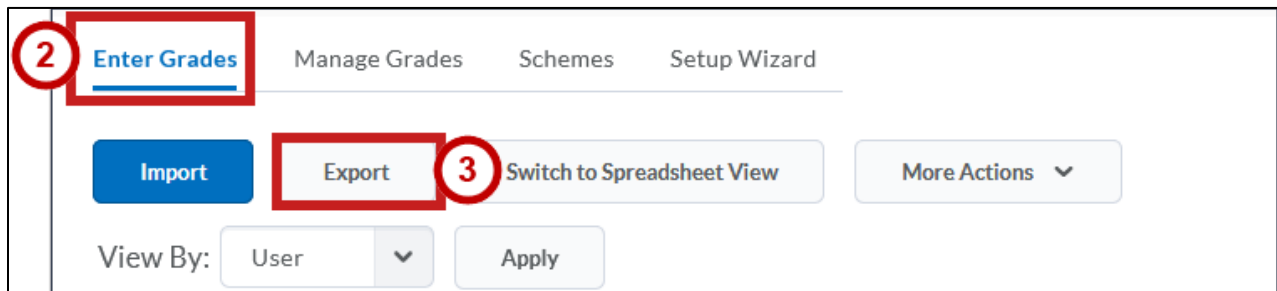


Figure 2 – Click Export

4. The *Export Grades* window will appear. Under *Export Options*, choose the **Grade Values** and **User Details** that you would like to include in the export file.

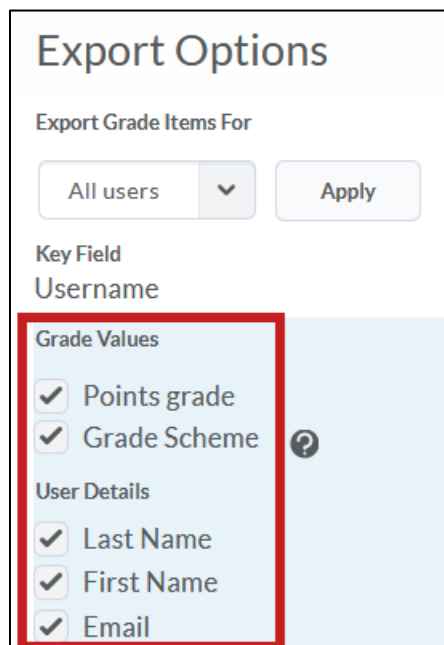


Figure 3 - Export Options

5. Choose which grades to export.
 - a. Click the **checkbox** next to the grade item that you would like to export (See Figure 4); or
 - b. Click the **Select All** button to export all grades (See Figure 4).
 - c. Click **Export to CSV** to create a .csv file (See Figure 4); or
 - d. Click **Export To Excel** to create an .xls file (See Figure 4).

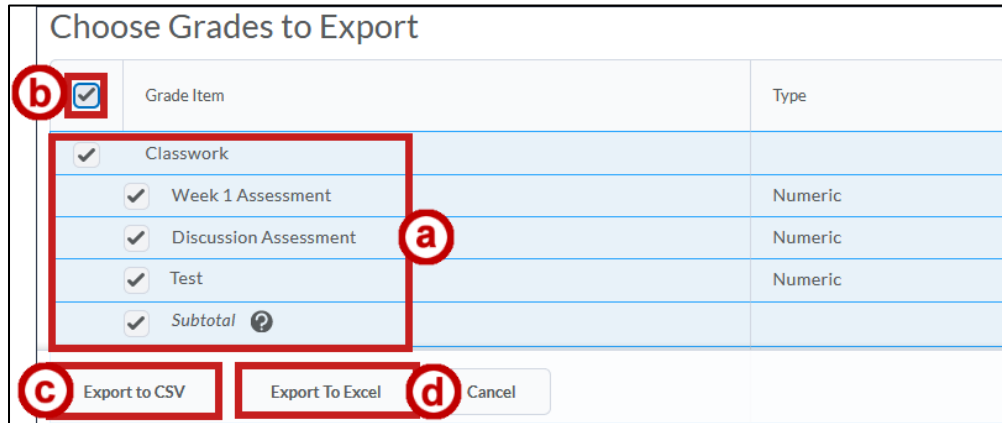


Figure 4 – Select Grades to Export

6. The file will prepare for download. Click **Download** once the file is ready.

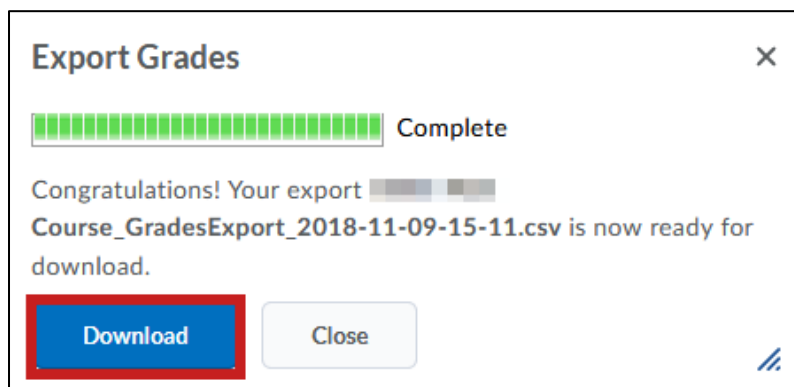


Figure 5 - Export File

7. Save the file to the desired location on your computer.