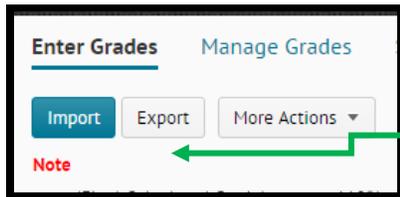# EXPORT your Gradebook to a CSV

First, find your way to your gradebook by going to your ASSESSMENTS drop down menu

Click on ENTER GRADES

Click on EXPORT
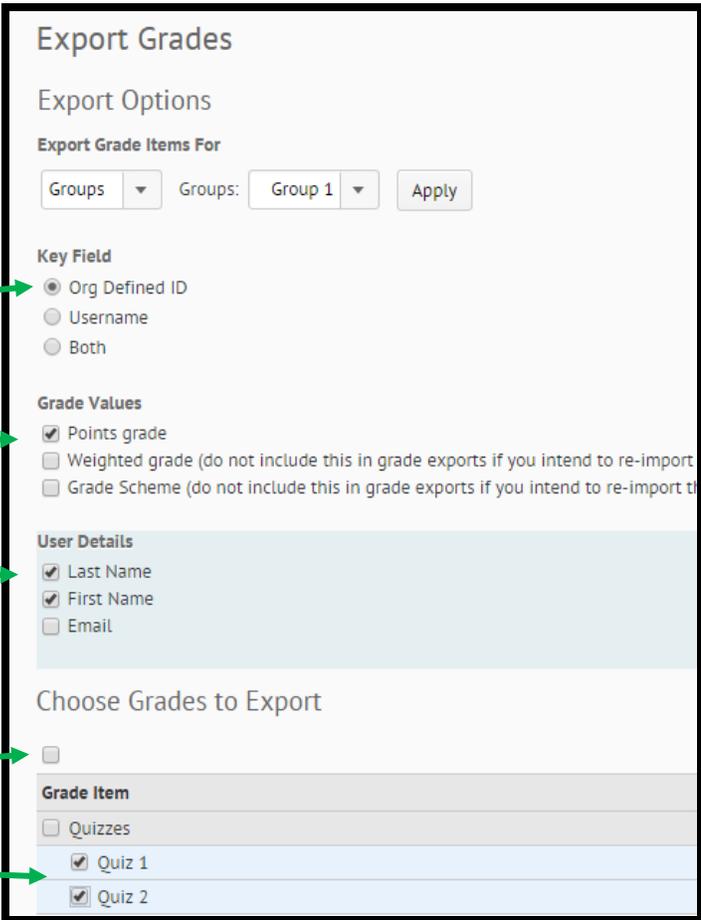
Choose how you wish to filter the students – you can choose **Groups**, **Sections** or by **User.** Select **APPLY** to complete this filter

You MUST select **Org Defined ID** in the Key Field

Select only the **POINTS GRADE** option under the Grade Values header if you are exporting to a CSV

Select **LAST NAME** and **FIRST NAME** under the User Details field (makes for easier entry)

Lastly, select the **GRADE ITEM** you wish to enter grades for. You can select **all** by clicking the top button or you can select the grade items **individually**.
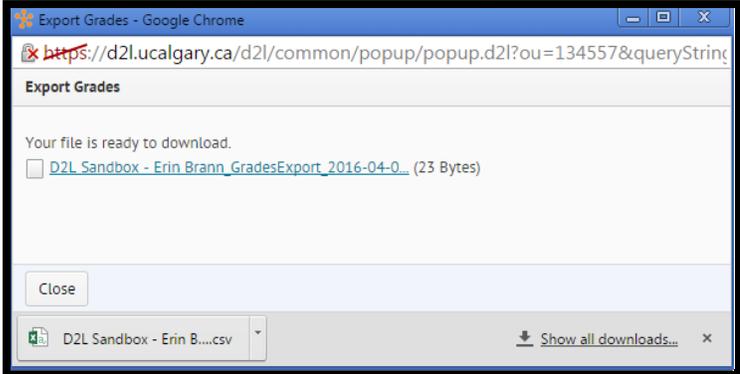
Export Grades

Export Options

Export Grade Items For

Groups | Groups: | Group 1 | Apply

Key Field
- Org Defined ID
- Username
- Both

Grade Values
- ☑ Points grade
- ☐ Weighted grade (do not include this in grade exports if you intend to re-import
- ☐ Grade Scheme (do not include this in grade exports if you intend to re-import th

User Details
- ☑ Last Name
- ☑ First Name
- ☐ Email

Choose Grades to Export

☐

Grade Item
- ☐ Quizzes
  - ☑ Quiz 1
  - ☑ Quiz 2

Export to CSV (use this format if re-importing) | Export To Excel | Cancel

Once you have made the above selections, at the bottom of the page, click on **EXPORT TO CSV**

** **Note**: Exporting to Excel will not allow for easy re-importation of the grades. If you intend to import the grades, avoid this option. **

Once you click Export to CSV, a small box will pop up with a file for you to download.

Click on this file and at the bottom of the *same box* you will see that it has been downloaded and ready for you to open and use.

Remember to SAVE this file in your preferred folder.

Export Grades - Google Chrome

https://d2l.ucalgary.ca/d2l/common/popup/popup.d2l?ou=134557&queryString

Export Grades

Your file is ready to download.
☐ D2L Sandbox - Erin Brann_GradesExport_2016-04-0... (23 Bytes)

Close

D2L Sandbox - Erin B....csv   ⬇ Show all downloads... ✕

	A	B	C	D	E	F
1	OrgDefinedId	Last Name	First Name	Quiz 1 Points Grade	End-of-Line Indicator	

Column D will change as the result of your Grade Item selection. All other columns and information will remain the same.

It is VERY important that you do not alter the header in this CSV file since this will affect your ability to re-import the grades.

As you can see, the titles in the columns are the selections that you chose earlier; which appear as follows: OrgDefinedId, Last Name, First Name, (the desired item, in this case Quiz 1) Points Grade and the End-of-Line- Indicator.

Save the document, enter the grades and when you're ready to re- import, see the instructional guide, "**How to Import a CSV**".