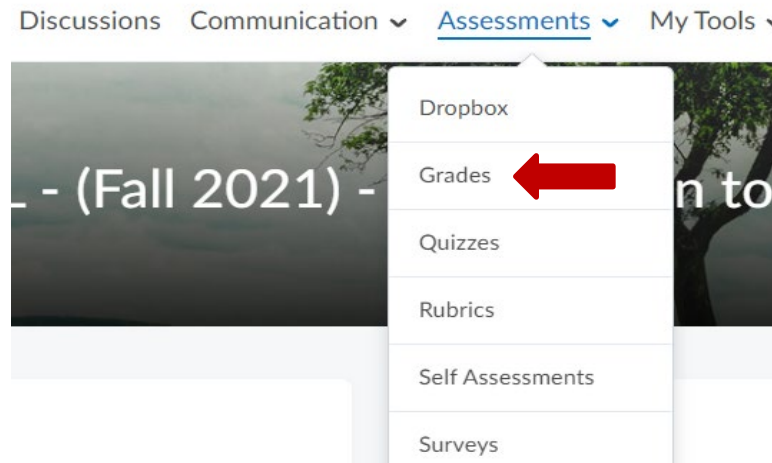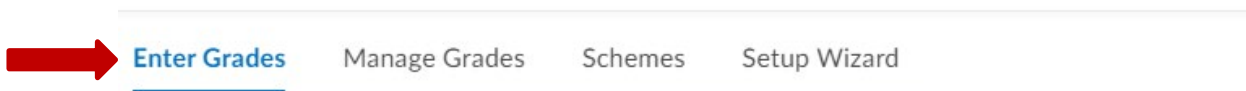# How to Export your Gradebook to a CSV File
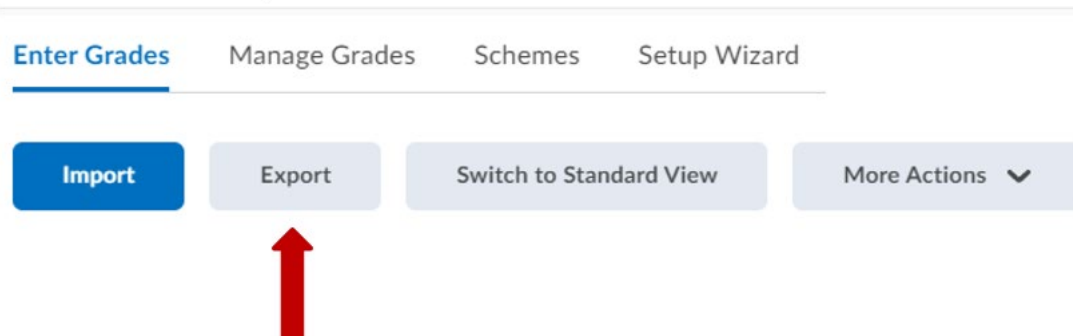
1.   In your class's D2L site, click **"Assessments"** in the navigation bar and then in the drop-down menu select **"Grades"** to open the Gradebook

2.   Click **"Enter Grades"** to open the Enter Grades page

3.   Click on **"Export"**

4.   First choose how you wish to filter the students – you can choose **Groups**, **Sections** or by **User.** Select **APPLY** to complete this filter
5.   For "**Key Field**" you must select "**Org Defined ID**".
6.   In the "**Sort By**" dropdown menu, you can choose to sort students by Org Defined ID, Last Name, or First Name.
7.   Under **"Grade Values"** select **"Points Grade"**. If you are not re-importing the file, you can also select **"Grade Scheme"** to have the student's letter grade shown on the export.
8.   For **"User Details"** select **LAST NAME** and **FIRST NAME**

9. Finally, 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**.

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

Export Grades

Export Options

Export Grade Items For

All users ∨   Apply

Key Field

- ◉ Org Defined ID
- ○ Username
- ○ Both

Sort By

-- Default -- ∨

Grade Values

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

User Details

- ☑ Last Name
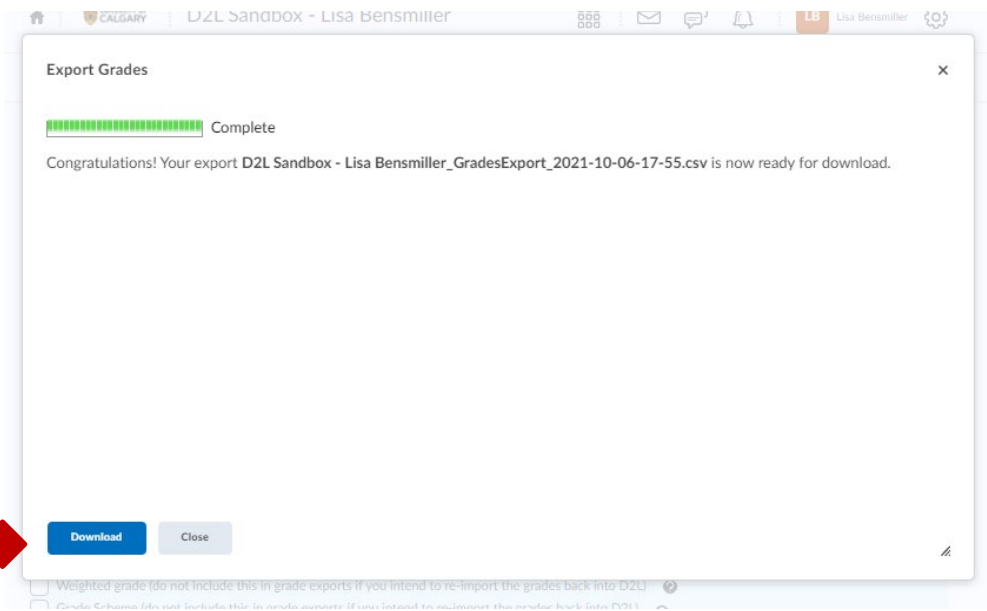- ☑ First Name
- ☐ Email
- ☐ Group Membership

Choose Grades to Export

☐	Grade Item
☑	Class participation

11. Once you click Export to CSV, a small box will pop up, click **"Download"**. This will download the file. Click on this file to open it and save it locally. In D2L you will see that the file has been downloaded and is ready for you to open and use.
    Remember to SAVE this file in your preferred folder.

If you are entering grades and re-importing them to D2L:

12. 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 grade items, and the End-of-Line- Indicator.

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

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