



Saving Your Gradebook – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you wish to save your gradebook to your external device (computer, memory stick, etc.) as an Excel file.

Steps

1. Go to your course homepage, go to **Grades**, and make sure you are in the **Enter Grades** area.
2. Click **Export**.

Training Course 03 Course Home My Tools ▾ Edit Course

Enter Grades Manage Grades Schemes Settings Help

Import Export Switch to Spreadsheet View More Actions ▾

Note

- Some grade items/categories are not displayed, click Manage Columns to change which items are visible.

View By: User ▾ Apply

Search For... 🔍 Show Search Options

Email

	Last Name ▲, First Name	Assignments ▾			
		Assignment 1 ▾	Assignment 2 ▾	Assignment 3 ▾	Subtotal
<input type="checkbox"/>	A_Student, Demo ▾	-%	-%	-%	- / 40, -%
<input type="checkbox"/>	Student, Training01 ▾	-%	-%	-%	- / 40, -%



3. Select all the grade items you wish to export, as well as the **Fields**, **Grade Values**, and **User Details** you want to include. Click **Export to Excel**.

Export Grades

Export Options

Export Grade Items For

All users

Key Field

☒ Org Defined ID
☐ Username
☐ Both

Grade Values

☒ Points grade
☒ Weighted grade
☐ Grade Scheme

User Details

☒ Last Name
☒ First Name
☐ Email
☐ Group Membership

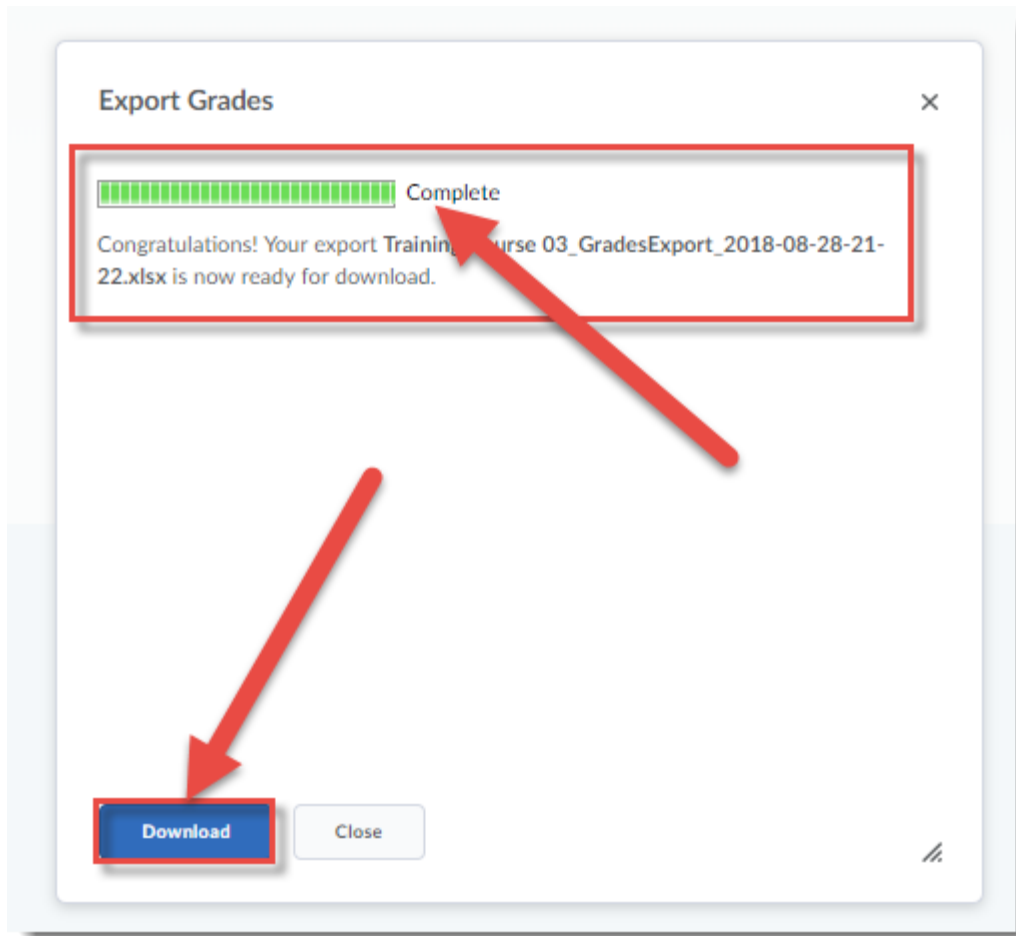
Choose Grades to Export

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Assignments	
<input checked="" type="checkbox"/>	Assignment 1	Numeric
<input checked="" type="checkbox"/>	Assignment 2	Numeric
<input checked="" type="checkbox"/>	Assignment 3	Numeric



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- Wait until the **Export Grades** box says “Complete”, then click **Download** to download the EXCEL sheet to your computer.



Things to Remember

You can also **Import** an EXCEL gradebook file into D2L.



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