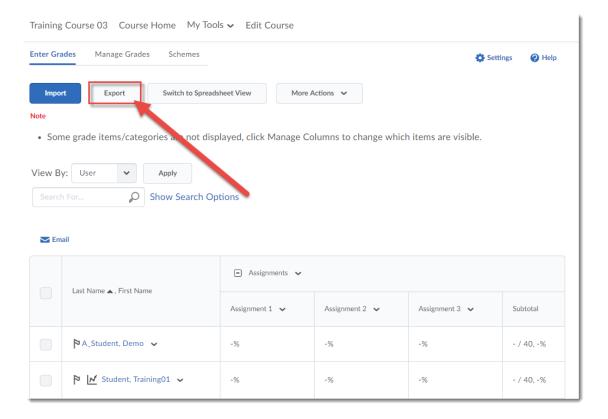# Saving Your Gradebook – D2L Tutorial

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.
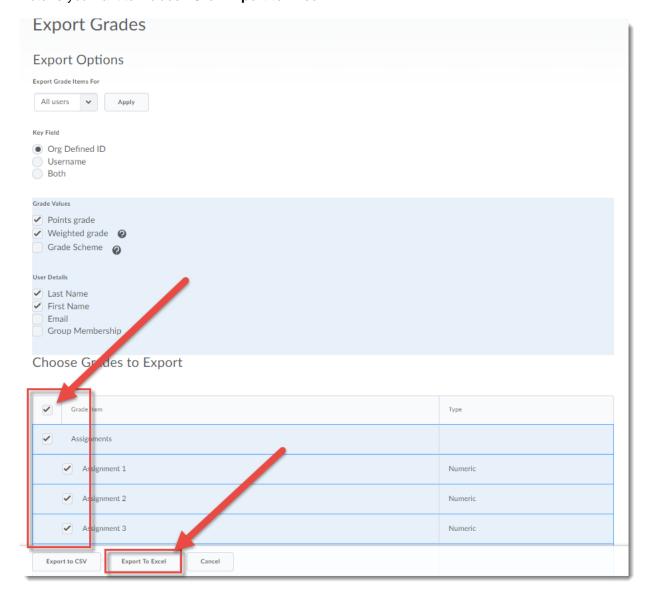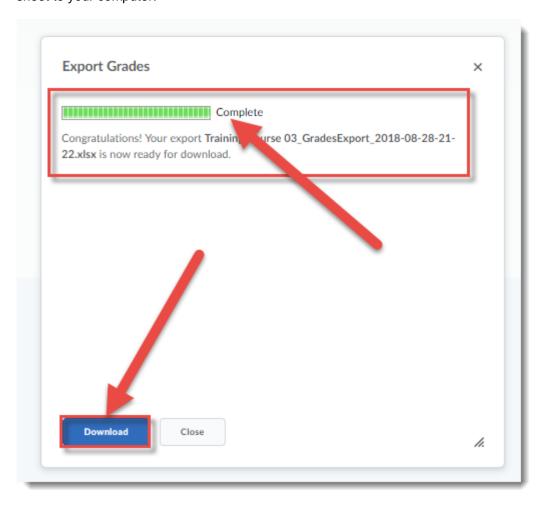
2. Click **Export**.

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 ▾ | Apply |

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

☑	Grade Item	Type
☑	Assignments	
☑	Assignment 1	Numeric
☑	Assignment 2	Numeric
☑	Assignment 3	Numeric

| Export to CSV | Export To Excel | Cancel |

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

Export Grades ×

Complete

Congratulations! Your export Training Course 03_GradesExport_2018-08-28-21-22.xlsx is now ready for download.

Download   Close

Things to Remember

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