



Saving Your Gradebook – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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

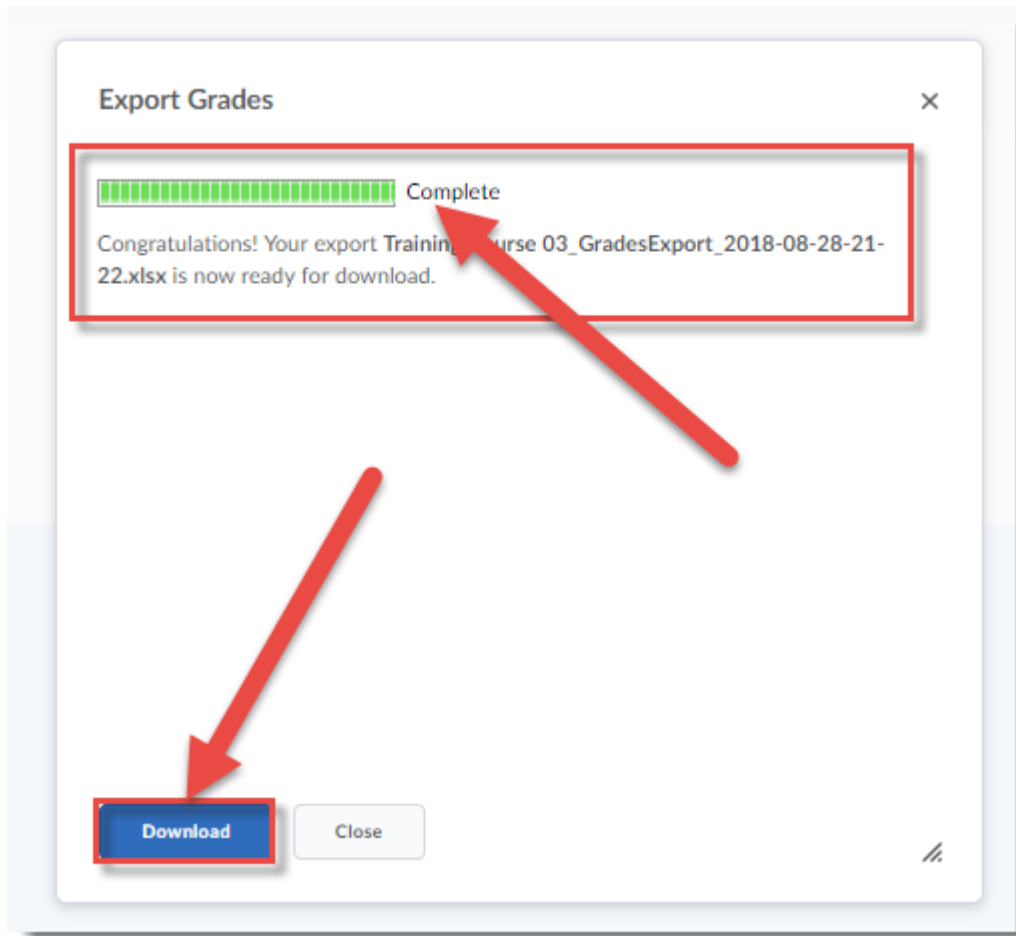
Choose Grades to Export

<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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4. 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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