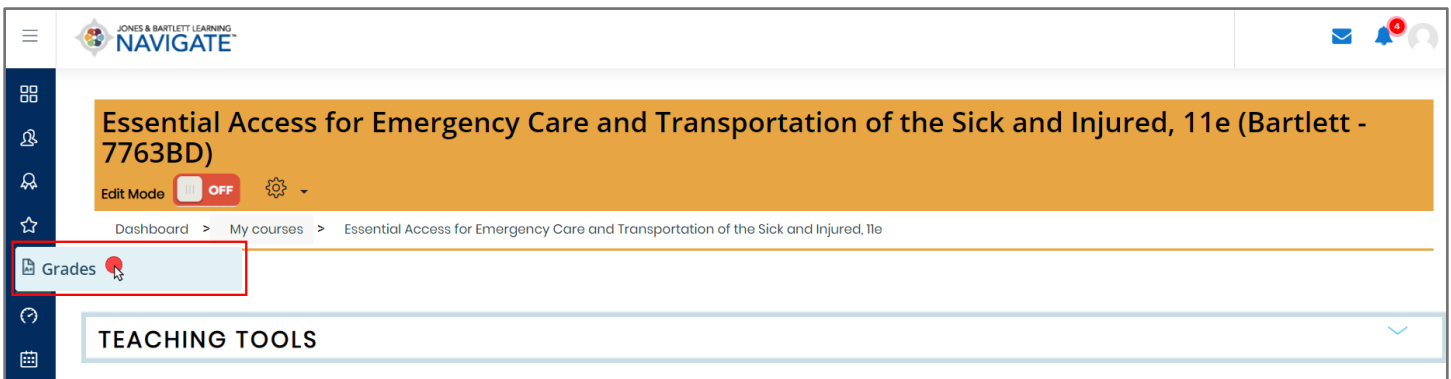


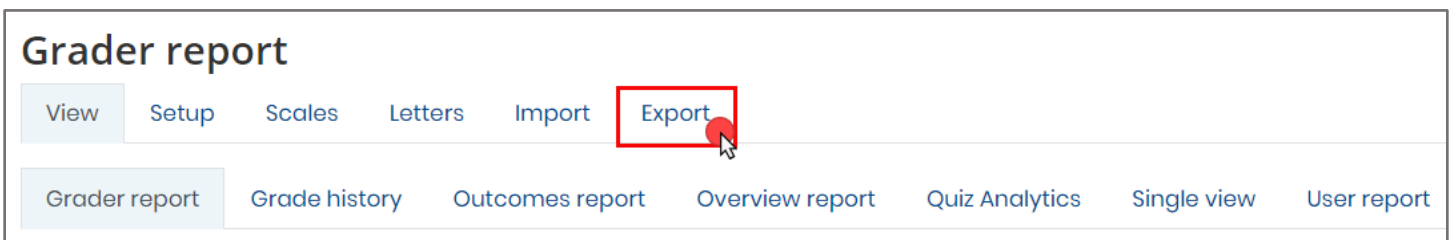
How to Export the Gradebook

This document contains instructions on how to export your gradebook from Navigate. You can export a gradebook in a variety of file formats, including plain text, OpenDocument spreadsheet, XML, or Excel spreadsheet. This allows you to store the course grades on a local computer, perform further manual analysis, or print for your records.

1. Upon logging in, navigate to the gradebook by clicking the **Grades** button in the **Navigation drawer**.



2. Once your **Grader report** loads, click the **Export** tab.



3. The Export tab displays options for specifying the export file format, selecting the grade items you wish to include, and making additional formatting decisions. Available file formats are displayed in tabs across the top. Grade items are listed under Grade items to be included, which is expanded by default.

The screenshot shows the Export tab interface. At the top, there are four tabs: "OpenDocument spreadsheet", "Plain text file", "Excel spreadsheet", and "XML file". Below the tabs is a section titled "Grade items to be included" with a dropdown arrow. To the right of this section is a red callout box labeled "File options". The list of grade items includes:

- Chapter 1 Quiz
- Chapter 2 Quiz
- Category total
- Category total
- Attendance
- Attendance
- Practical Exam

4. Choose the preferred file export format by clicking the desired tab. For example, to export to an Excel spreadsheet, click the **Excel spreadsheet** tab.

Export to OpenDocument spreadsheet

View Setup Scales Letters Import **Export**

OpenDocument spreadsheet Plain text file **Excel spreadsheet** XML file

▼ Grade items to be included

- Module 1 Test
- Chapter 2 Exam
- Practical Exam
- Category total

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5. Review the list under **Grade items to be included** and deselect any items you wish to exclude from the exported file.

▼ Grade items to be included

De-select any items you don't want included in the exported file

- Chapter 1 Quiz
- Chapter 2 Quiz
- Category total
- Category total
- Attendance
- Attendance
- Practical Exam
- Chapter 1 Exam
- Chapter 2 Exam
- Category total

6. You may scroll down and click the **Select all/none** link at the bottom of the list to quickly deselect all items and return to choose only those you wish you capture in the export.

Course total


Select all/none

► Export format options

7. Click the **Export format options** heading to expand and review additional formatting options for the exported report.

▼ **Export format options**

Include feedback in export

Exclude suspended users 


Grade export display types Real Percentage Letter

Grade export decimal points

8. From this section, you may choose to include instructor feedback, exclude suspended users, choose the grade display type, and pick the number of decimal points to include in any numeric grades.

▼ **Export format options**

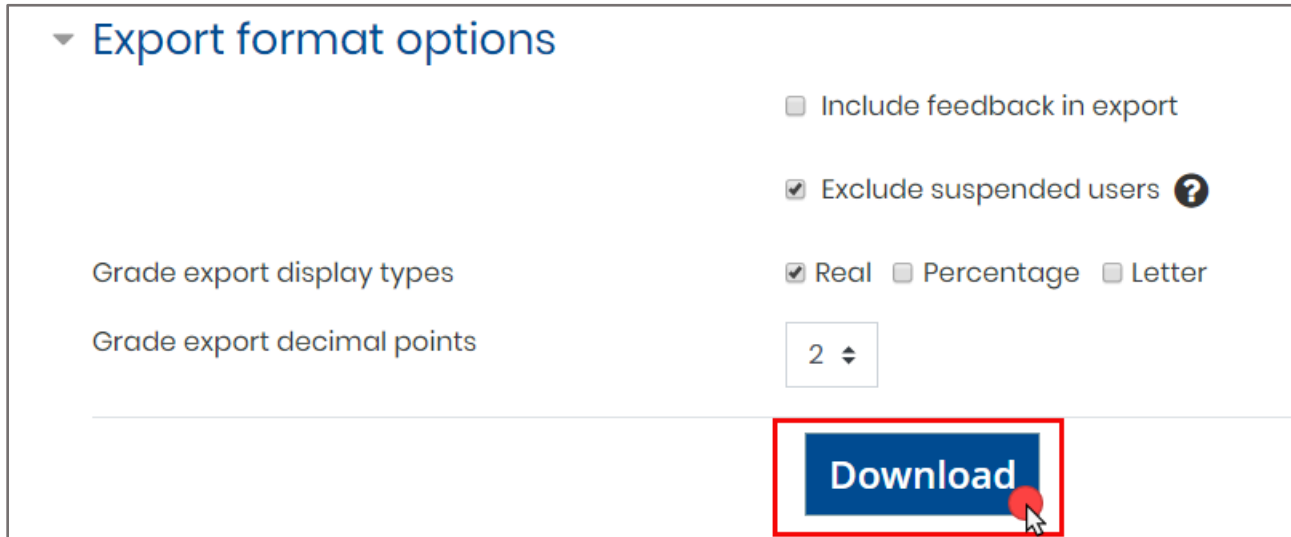
Include feedback in export

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Grade export decimal points

9. When you are ready, click the **Download** button. Depending on your operating system and browser settings, the file may download automatically or a dialog box will open with options for specifying the save location.



10. When finished, click the course **Homepage** button in the **Navigation drawer** to return to your course.

