Export Grades to an Excel spreadsheet

You can export *Grades* to an Excel spreadsheet at any time.

- In *Grades*, ensure that you have the *Enter Grades* tab selected, then click on the *Export* button.
- 2. First, choose who you want to include in your *Grades* export. If you want a record of the entire class, choose *All Users*. For a specific *Group*, select *Groups*, click the *Apply* button, then choose a *Group*. Click the *Apply* button again.
- Now choose how you want to view students and their *Grades*. Check any options that you want included in your spreadsheet. Note: Different *Grade Values* are represented in different columns. So, if you choose all three, you will see three columns representing one *Grade Item* in your spreadsheet.



Shows % or UTAS Grade, depending on your default

Includes the students' details (e.g. name and email address).

Grade Scheme

4. Now choose the Grade Categories and Items you wish to export. You can select everything by clicking the checkbox at the very top of the list. Otherwise, select the ones you want by checking the box next to them. Tip: checking a Category, will automatically select all the Grade Items and Subtotals associated with it. You can then un-check any Items you don't wish to include.

5. When you're ready, click the *Export to Excel* button.



Choose Grades to Export

User Details

Last Name

First Name

Grade Item	
Assessment 1	Presentation
Veek 5 Pre	sentations
Veek 6 Pre	sentation
Week 7 Pre	sentation
Veek 8 Pre	sentation
🖌 Subtotal 📵	5
Assessment 2	
Assessment 3	
In Class Pre	sentation
Distance Providence	esentation Submission
V Distance Q8	3.A
Subtotal 📵).
Assessment 4	
Assessment 4	Export To Excel

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