

Export Grades to an Excel spreadsheet

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

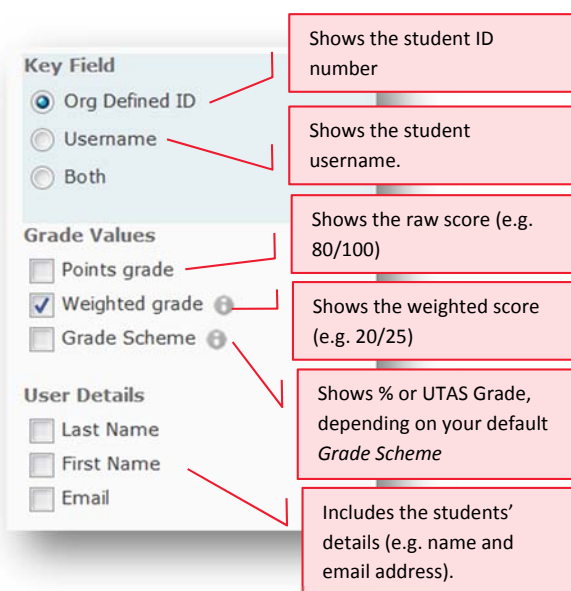
1. In *Grades*, ensure that you have the *Enter Grades* tab selected, then click on the *Export* button.



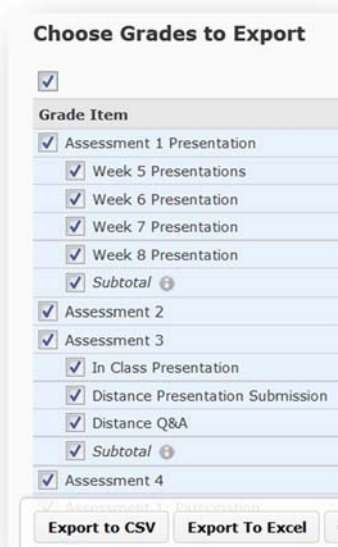
2. First, choose who you want to include in your *Grades* export. If you want a record of the entire class, choose *All Users*. For a specific *Group*, select *Groups*, click the *Apply* button, then choose a *Group*. Click the *Apply* button again.



3. 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.



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.