

Export Your Moodle Gradebook

Connection: Internet

Platform: Mac/PC

OVERVIEW

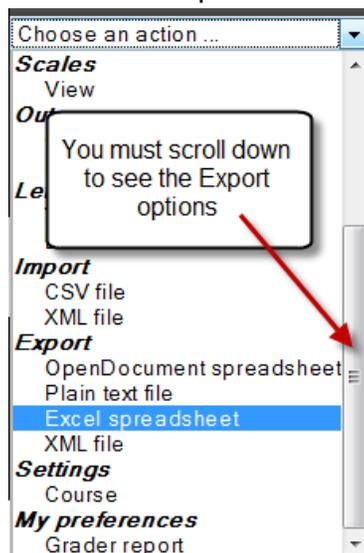
Moodle allows you to easily export out gradebook information for you to archive permanently or import into other programs. Supported file formats include Excel, plain text, Open Document spreadsheet, and XML. We recommend you backup your gradebook for long-term storage.

Export the Gradebook

1. Click **Grades** in the Administration block.



2. Go to the Choose an action pull down menu and scroll down to the Export section. Select the file format. If you're not sure what file format to use, select Excel spreadsheet.



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3. Select the Export options to include, and click **Submit**.

Options

Include feedback in export

Preview rows

Grade export display type

Grade export decimal points

Grade items to be included

Advanced uploading of files

4. Check the preview (if selected). If you like what you see, click **Download** to save the file to your computer.

Export

Download