

Exporting and Printing the Gradebook

There may be times when you need to export your gradebook and save the file to your computer. Moodle has a feature called **Export** in the gradebook to assist you with this process.

First, Log into Moodle and access the course in which you want to export and print your gradebook. Select the **Course tools** link in the CONTENTS area.

CONTENTS	
Introduction	Unit 2: Visuals
Progress: 0 / 2	Progress: 0 / 3
<u>Welcome</u>	Unit 3: Victuals
Progress: 1 / 9	Progress: 0 / 3
Unit 1: Vocabulary	Unit 4: Socialization
Progress: 1 / 4	Create a new section Scourse Tools

In the Course tools menu, select **Gradebook**.

Course Too	ols		
Course settings	Joule Grader	 Gradebook	
827 Participants	Joule Reports	PLD	
(G) Badges			

Page 1



This will load the gradebook. Here, select the **Export** tab.

Joule Gr	adebook	<			
View	Setup	Scales	Letters	Import	Export
Grader report	Grade histo	ory	Joule Gradebook	Single view	User report

Beneath the **Export** tab, select the **Excel spreadsheet** link.

Scales	Letters	Import	Export	
Plain text file	Exe	cel spreadsheet	XML file	

In the **Grade items to be included** section, uncheck any items you do not wish to be included in the spreadsheet.

-Grade items to be included
Course total
🔽 Unit 1 Exam
Unit 2 Exam
Unit 3 Exam
Unit 4 Exam
Assignment Unit 1 (dropbox)



Beneath the **Export format options** heading, the **Include feedback in export** option can be checked to include any gradebook feedback, and the **Grade export display type** can be set as desired.

- Export format options
Include feedback in export
Exclude suspended users
Grade export display types Real Percentage Letter
Grade export decimal points
Download

When the settings are set as desired, use the **Download** button to begin downloading the file. Save the file to your computer in a place that you can easily locate it later, such as the Documents folder.

When the download completes, open the Excel file. To print the file, go to the **File** menu in the upper left.





Select **Print** from the menu on the left.



In the print Settings, it is generally recommended to use the **Landscape Orientation** for best printing results, and the scaling **Fit all rows on one page**.

Setti	ngs
	Print Active Sheets Only print the active sheets
Pages:	‡ to ‡
	Print One Sided
	Only print on one side of th
	Collated
	1,2,3 1,2,3 1,2,3
	Landscape Orientation 🗸
	Letter _
	8.5" x 11"
	Normal Margins
	Left: 0.7" Right: 0.7"
	Fit All Rows on One Page
^	Shrink the printout so that it

When finished adjusting these settings, click **Print** to print the file. If you have questions or need assistance please contact the CLT at 405.682.7838.