# 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.
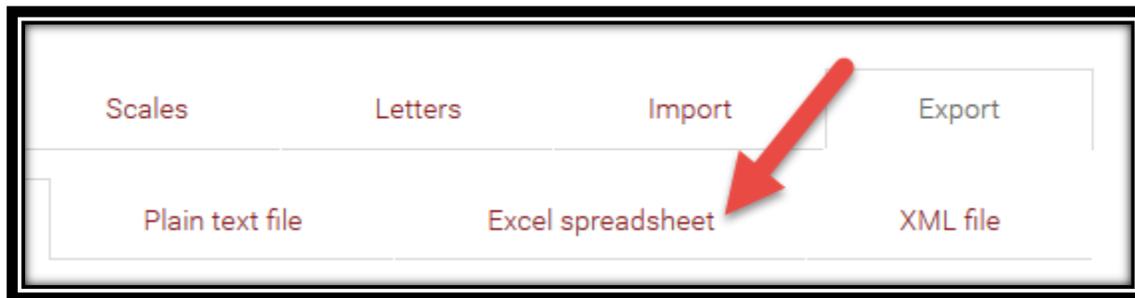

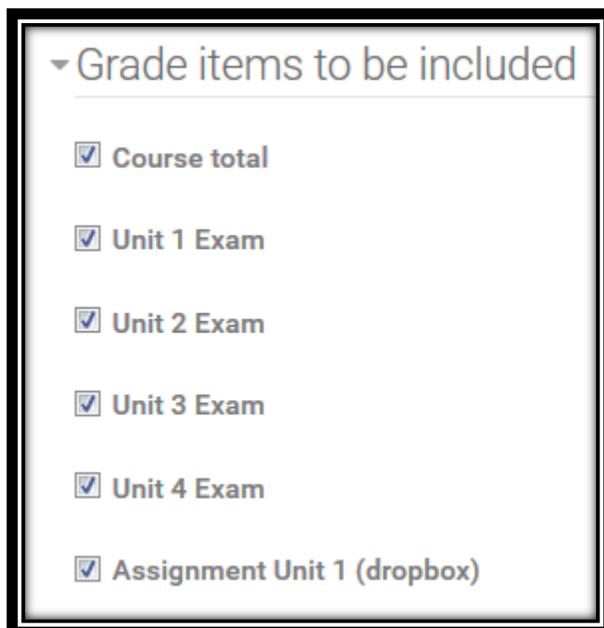In the Course tools menu, select **Gradebook**.
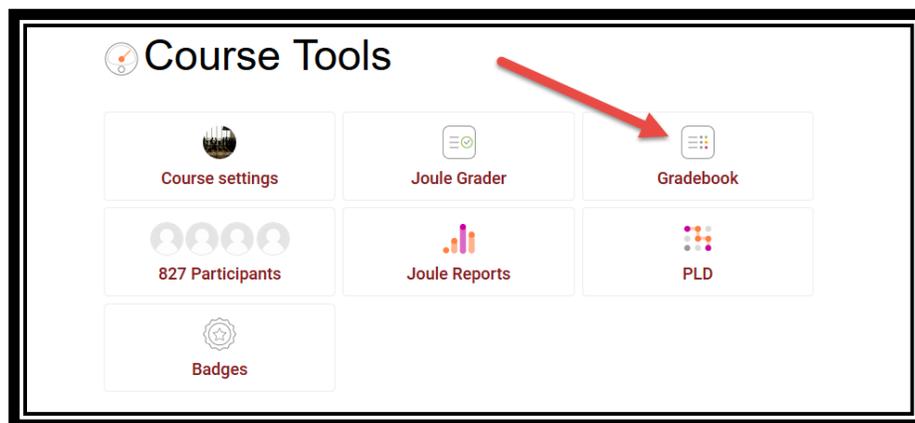
This will load the gradebook. Here, select the **Export** tab.

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

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

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.
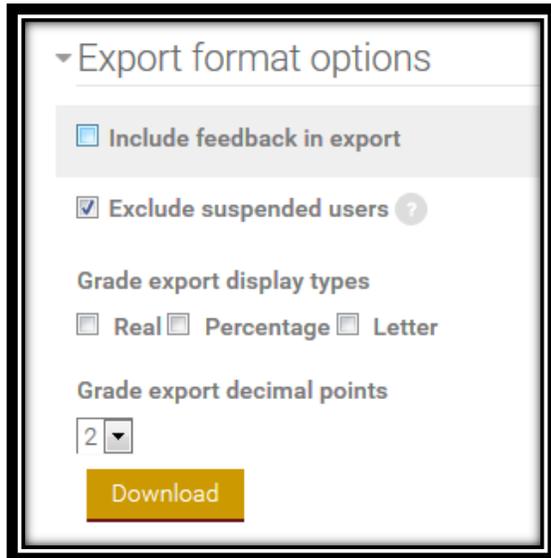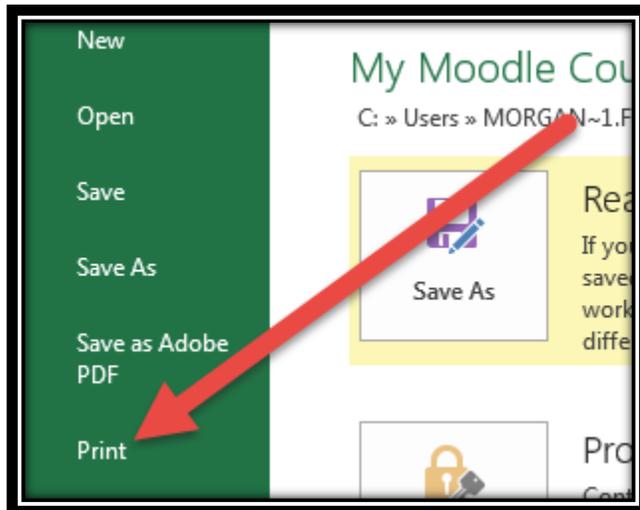

When the settings are set as desired, use the **Download** button to begin downloading the file. Save the file to your computer in a place that you can easily locate it later, such as the Documents folder.
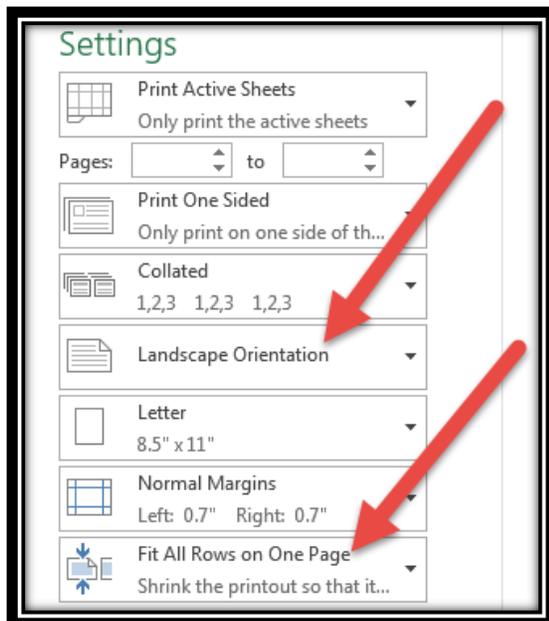
When the download completes, open the Excel file. To print the file, go to the **File** menu in the upper left.
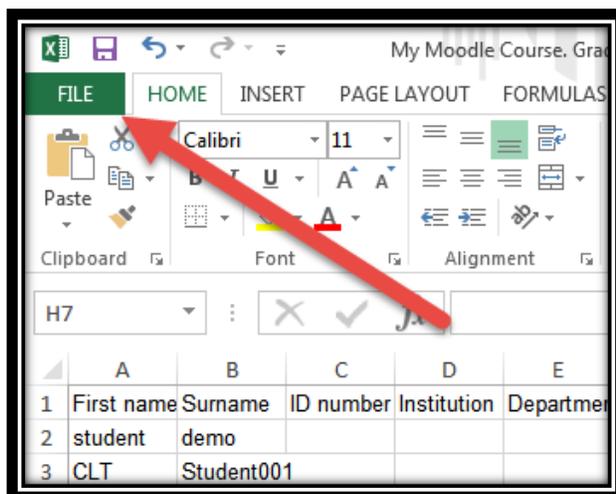
Select **Print** from the menu on the left.

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.**

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.