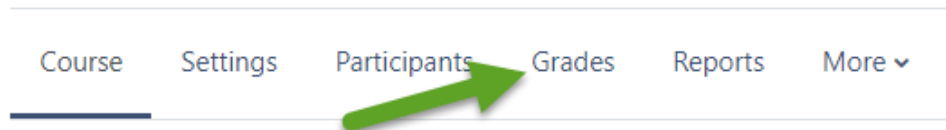
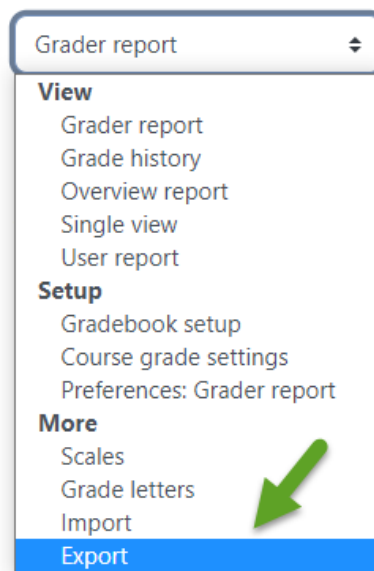


Exporting and Printing the Moodle Gradebook

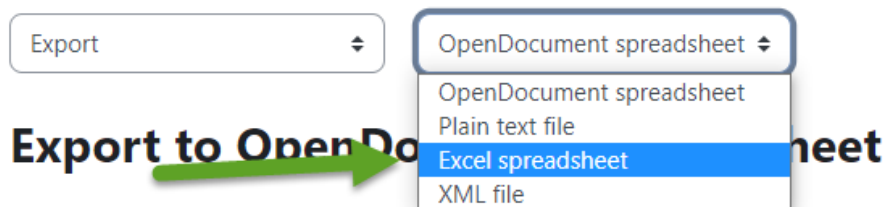
There may be times when you need to export your gradebook and save the file to your computer. Moodle has a feature called Export in the gradebook to assist you with this process. First, Log into Moodle and access the course in which you want to export and print your gradebook. Select **Grade** from the Course Menu.



Select **Export** at the bottom of the dropdown menu.



Next, select **Excel spreadsheet** from the dropdown menu on the right.



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
- ☒ Connect
- ☒ Category total
- ☒ Attendance
- ☒ Category total
- ☒ Testing Forums whole forum

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
places

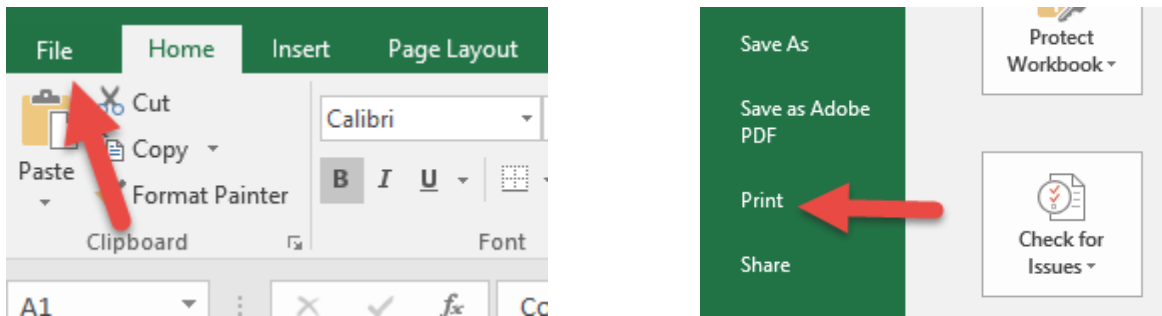
2 

Download

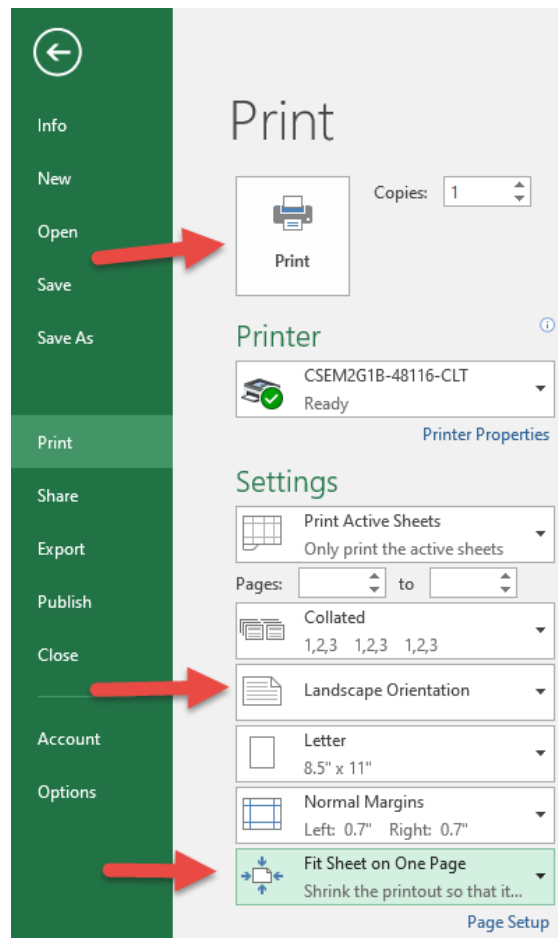


When the settings are set as desired, use the **Download** button to begin downloading the file. Save the file to your computer in a place that you can easily locate it later, such as the Documents folder.

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. 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.