

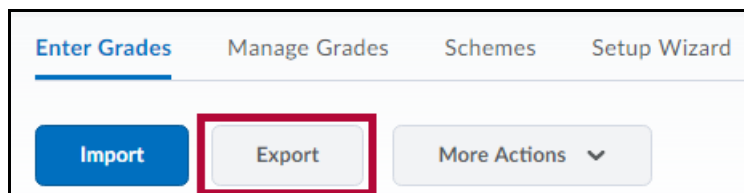
# Export Grades

Last Modified on 03/29/2022 9:17 am CDT

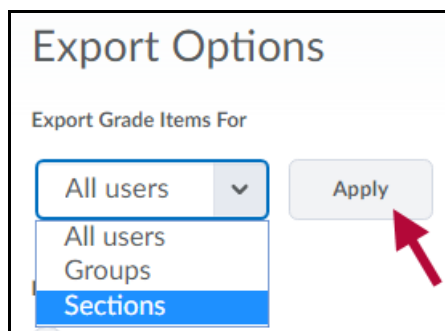
Show Video Walkthrough

To export grades:

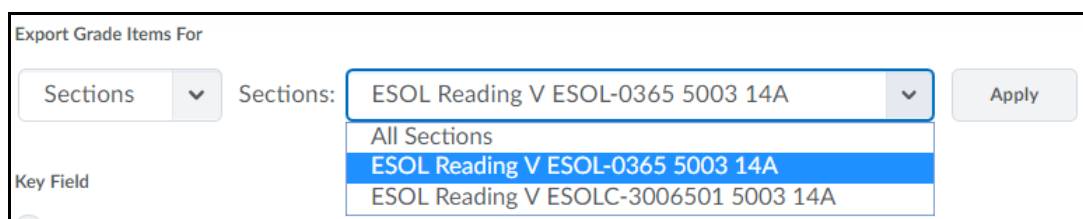
1. Open the course and click on **[Grades]** in the navbar.
2. On the **Enter Grades** page, click **[Export]**.



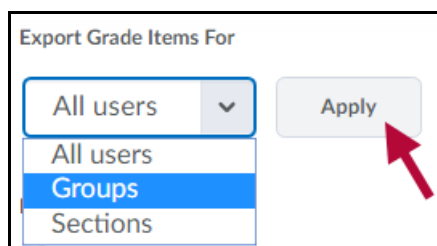
3. If you have merged rosters and need to Export grades by section, choose **[Sections]** from the dropdown menu and click **[Apply]**.



Then choose the section to export and click **[Apply]** again.



4. If you have groups set up in your course, you will see a Groups option. To see a list of your groups, choose **[Groups]** and click **[Apply]** button.



Then choose the group to export and click **[Apply]** again.

Export Grade Items For

Groups: Group 1 ▼ Apply

Key Field

☒ Org Defined ID  
☐ Username  
☐ Both

Discussion Groups  
Group 1  
Group 2  
Group 3  
Group 4  
Group 5

5. Select the **Key Field** you want to use to identify students (Org Defined ID is the LSCS ID number).

Key Field

☒ Org Defined ID  
☐ Username  
☐ Both

6. Select the sort order you prefer for the exported file.

Sort By

-- Default --

-- Default --  
Org Defined ID, Username, Last Name, First Name  
Org Defined ID, Username, First Name, Last Name  
Username, Org Defined ID, Last Name, First Name  
Username, Org Defined ID, First Name, Last Name  
Last Name, First Name, Org Defined ID, Username  
Last Name, First Name, Username, Org Defined ID  
First Name, Last Name, Org Defined ID, Username  
First Name, Last Name, Username, Org Defined ID

7. Select the **Grade Values** you want to export.

Grade Values

☐ Points grade  
☐ Weighted grade ?  
☒ Grade Scheme ?

8. Select the User Details you want to export.

User Details

☒ Last Name
 ☒ First Name
 ☐ Email
 ☐ Section Membership
 ☐ Group Membership

9. Select the Grade Items you want to export.

Choose Grades to Export

<input type="checkbox"/>	Grade Item
<input type="checkbox"/>	Reading and Writing Assignments
<input checked="" type="checkbox"/>	Reading the Syllabus
<input checked="" type="checkbox"/>	HW No 1 All Washed Up
<input checked="" type="checkbox"/>	HW 2 - Professor Dropout
<input checked="" type="checkbox"/>	HW 2 A - Dual Earners
<input checked="" type="checkbox"/>	HW No 3 Young and Isolated
<input checked="" type="checkbox"/>	HW 4 -My Father's Hands

10. Click **[Export to CSV]** or **[Export to Excel]**.

11. A pop-up window will appear. Click on your file's link to download it. Click **[Open]** and save the file to your computer.

See also [Print Grades](https://vtac.lonestar.edu/help/a014) (https://vtac.lonestar.edu/help/a014).