

Export Grades

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Show Video Walkthrough

To export grades:

1. Open the course and click on **Grades** in the navbar.
2. On the Enter Grades page, click the **Export** button.
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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.
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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 the **Apply** button. Then choose the group to export and click **Apply** again.
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5. Select the Key Field you want to use to identify students (Org Defined ID is the LSCS ID number).
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6. Select the sort order you prefer for the exported file.
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7. Select the Grade Values you want to export.
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8. Select the User Details you want to export.
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9. Select the Grade Items you want to export.
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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>).