Export Grades
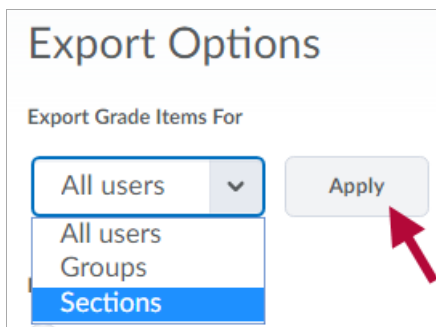
Show Video Walkthrough
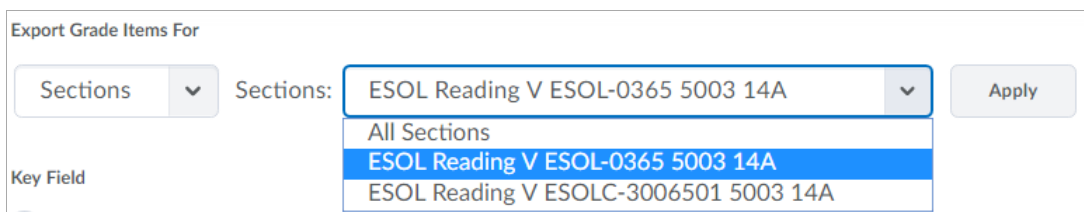
To export grades:

1. Open the course and click on **[Grades]** in the navbar.

2. On the **Enter Grades** page, click **[Export]**.
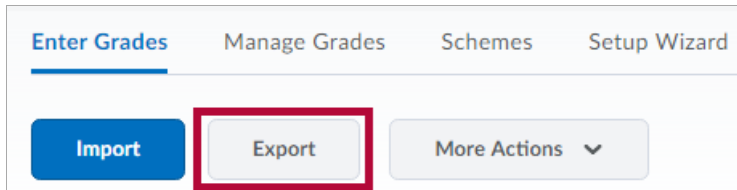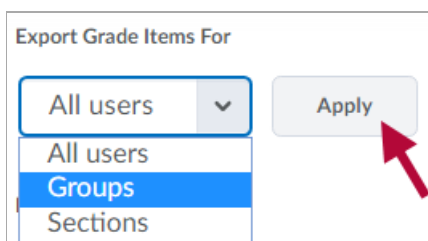

3. If you have merged rosters and need to Export grades by section, choose **[Sections]** from the dropdown menu and click **[Apply]**.

   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.

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

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

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

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

	Grade Item
☐	Reading and Writing Assignments
☑	Reading the Syllabus
☑	HW No 1 All Washed Up
☑	HW 2 - Professor Dropout
☑	HW 2 A - Dual Earners
☑	HW No 3 Young and Isolated
☑	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.