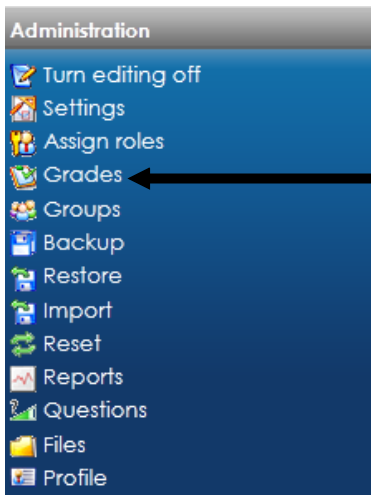


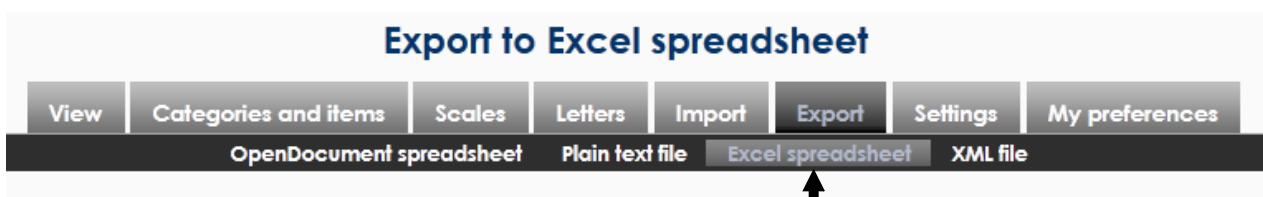
How to export the Moodle Gradebook



Navigate to your Moodle course and click on the Grades link within your Administration Block.



Then click on the Export Tab.



Choose the file type you would like to export the gradebook as. Most folks are comfortable with Excel.

Options

- Include feedback in export
- Preview rows
- Grade export display type
- Grade export decimal points

Grade items to be included

- Glossary---Definitions
 - Questionnaire
 - Sample Turnitin Assignment
 - Test #2- Requires Respondus LockDown Browser
 - Test #3
 - Category total
 - Example of inclass
 - Test #1 ←
 - Entry Assignment
 - Course total
- Select all/none

Submit ←

All of the items in your gradebook appear with a checkmark. If you do not want those columns of grades included in this file, deselect them.

Then click Submit.

A preview of the file is given below and then click on Download to get the Excel file.

Export

Download

Preview rows

First name	Surname	ID number	Institution	Department	Email address
Moodle	Test01	1234567			mtest01@ davidsonccc.edu
Moodle	Test02	1234568			mtest02@ davidsonccc.edu
Moodle	Test03	1234569			mtest03@ davidsonccc.edu
Moodle	Test04	1234560			mtest04@ davidsonccc.edu
Moodle	Test05	1234566			mtest05@ davidsonccc.edu
Moodle	Test06	1234576			mtest06@ davidsonccc.edu
Moodle	Test07	1234586			mtest07@ davidsonccc.edu
Moodle	Test08	1234596			mtest08@ davidsonccc.edu
Moodle	Test09	1234588			mtest09@ davidsonccc.edu
Moodle	Test10	1234599			mtest10@ davidsonccc.edu

ID Numbers

Student DCCC Email
Addresses

	A	B	C	D	E	F	G	H
1	First name	Surname	ID number	Institution	Department	Email address		
2	Moodle	Test01	1234567			mtest01@davidsonccc.edu		
3	Moodle	Test02	1234568			mtest02@davidsonccc.edu		
4	Moodle	Test03	1234569			mtest03@davidsonccc.edu		
5	Moodle	Test04	1234560			mtest04@davidsonccc.edu		
6	Moodle	Test05	1234566			mtest05@davidsonccc.edu		
7	Moodle	Test06	1234576			mtest06@davidsonccc.edu		
8	Moodle	Test07	1234586			mtest07@davidsonccc.edu		
9	Moodle	Test08	1234596			mtest08@davidsonccc.edu		
10	Moodle	Test09	1234588			mtest09@davidsonccc.edu		
11	Moodle	Test10	1234599			mtest10@davidsonccc.edu		
12								

Here is an example of a sample gradebook .
The grades would be in the columns that
continue on the right hand side.