

Exporting Gradebook in Moodle

The screenshot shows the Moodle Gradebook interface with the 'Export' tab selected. The 'Export' tab is highlighted with a red box and a red circle containing the number 1. Below the tabs, there are four file format options: 'OpenDocument spreadsheet', 'Plain text file', 'Excel spreadsheet', and 'XML file'. The 'Plain text file' option is selected and highlighted with a red box and a red circle containing the number 2. Below the file format options, there is a section titled 'Grade items to be included' with a red box and a red circle containing the number 3. This section contains three checked checkboxes: 'Attendance / Participation', 'Category total', and 'Chapter 11: Values, Ethics and the Resolution of Ethical Dilemmas Quiz'. Below this section, there is a section titled 'Export format options' with a red box and a red circle containing the number 4. This section contains a checkbox for 'Include feedback in export' which is unchecked and highlighted with a red box and a red circle containing the number 5. Below this, there is a checked checkbox for 'Require active enrollment'. Under 'Grade export display types', there are three options: 'Real' (checked), 'Percentage', and 'Letter'. Under 'Grade export decimal points', there is a dropdown menu set to '2'. At the bottom of the form, there is a 'Download' button highlighted with a red box and a red circle containing the number 6.

- (1) In Gradebook, choose “**Export**”.
- (2) Choose the **File Type** that you want to save as.
- (3) Select the **Grade Items** you want to save.
- (4) Expand the “**Export format options**”.
- (5) Check the “**include feedback in export**” box if you want to save instructors’ comments that are in gradebook.
- (6) **Download** the file.