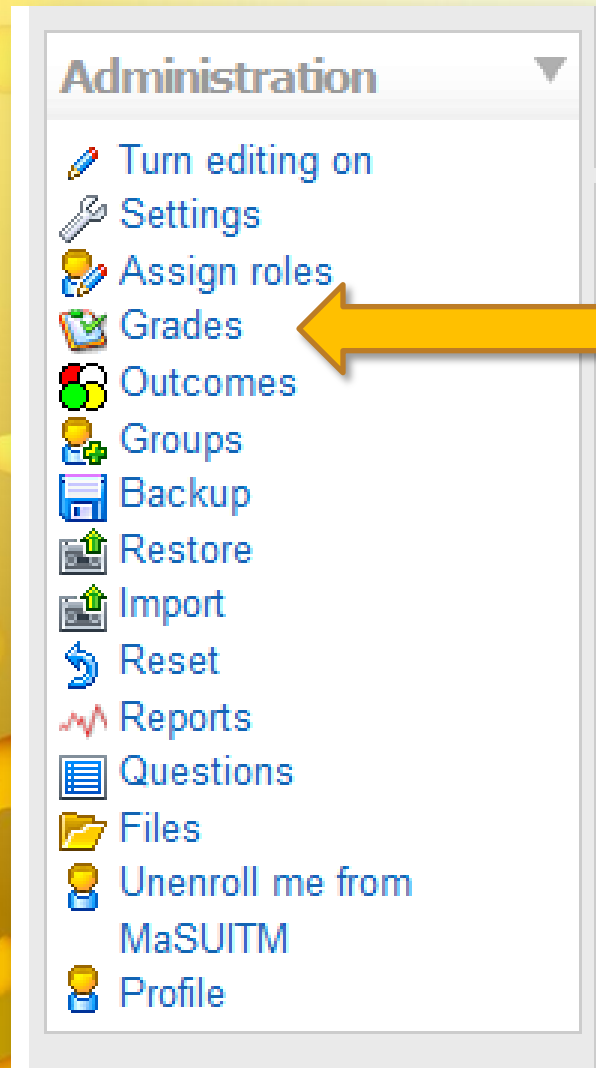


# Exporting your Moodle Gradebook to Excel



Click on the **Grades** link in the **Administration** Block of your course home page.

Choose the **Export** tab.



Choose an action ...

Grader report

View Categories and items Scales Outcomes Letters Import **Export** Settings My preferences

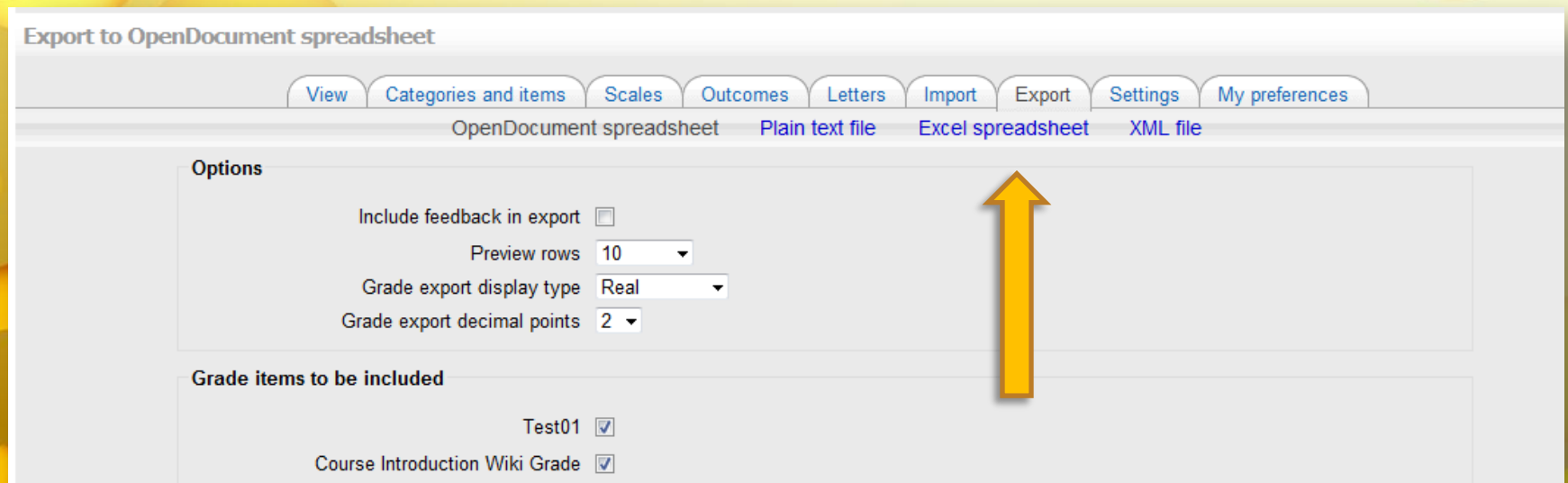
Grader report Outcomes report Overview report User report

Page: 1 2 (Next)

Introduction to Moodle ▼

name / Surname	Test01	Course Introduction Wiki Grade	Communication Theory	Copyright Question
Arnegard	249.00 (99.60 %)	8.00 (80.00 %)	10.00 (100.00 %)	3.00 (100.00 %)
ette Bagstad	200.00 (80.00 %)	7.00 (70.00 %)	10.00 (100.00 %)	2.00 (66.67 %)
Baier	215.00 (86.00 %)	9.00 (90.00 %)	10.00 (100.00 %)	1.00 (33.33 %)
adette Baker	-	-	-	-

Beneath the tabs you will now see four options: OpenDocument spreadsheet, Plain text file, Excel spreadsheet, and XML file. Click the **Excel spreadsheet** option.



The screenshot shows a software interface titled "Export to OpenDocument spreadsheet". It features a row of tabs: "View", "Categories and items", "Scales", "Outcomes", "Letters", "Import", "Export", "Settings", and "My preferences". Below these, there are four sub-tabs: "OpenDocument spreadsheet", "Plain text file", "Excel spreadsheet", and "XML file". The "Excel spreadsheet" tab is highlighted with a large orange arrow pointing to it. The main content area is divided into two sections. The "Options" section contains: "Include feedback in export" (unchecked checkbox), "Preview rows" (dropdown menu set to 10), "Grade export display type" (dropdown menu set to Real), and "Grade export decimal points" (dropdown menu set to 2). The "Grade items to be included" section contains: "Test01" (checked checkbox) and "Course Introduction Wiki Grade" (checked checkbox).



Excel spreadsheet

View Categories and items Scales Outcomes Letters

OpenDocument spreadsheet Plain text file

Options

Include feedback in export ☐

Preview rows 10

Grade export display type Real

Grade export decimal points 2

Grade items to be included

Test01 ☒

Course Introduction Wiki Grade ☒

Communication Theory ☒

Copyright Question ☒

Thoughts on Librarianship ☒

Sample Quiz ☒

Copyright Quiz ☒

Attendance ☒

Attend ☒

Attendance 3 ☒

Course total ☒

Select all/none

Submit

A variety of **Options** are available for your Excel file. The default settings will:

- *not* include any written feedback,
- display the “Real grade” (example: 8 out of 10 points),
- include all of the grade items.

Change any settings you would like.

The **Preview rows** option will give you a preview of what your Excel sheet will look like. Choose the number of rows you would like to see in your spreadsheet.


When you have chosen the options you would like, click the **Submit** button.

Export to Excel spreadsheet

View Categories and items Scales Outcomes Letters Import Export Settings My preferences


OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

Export

 [Download](#)

Preview rows

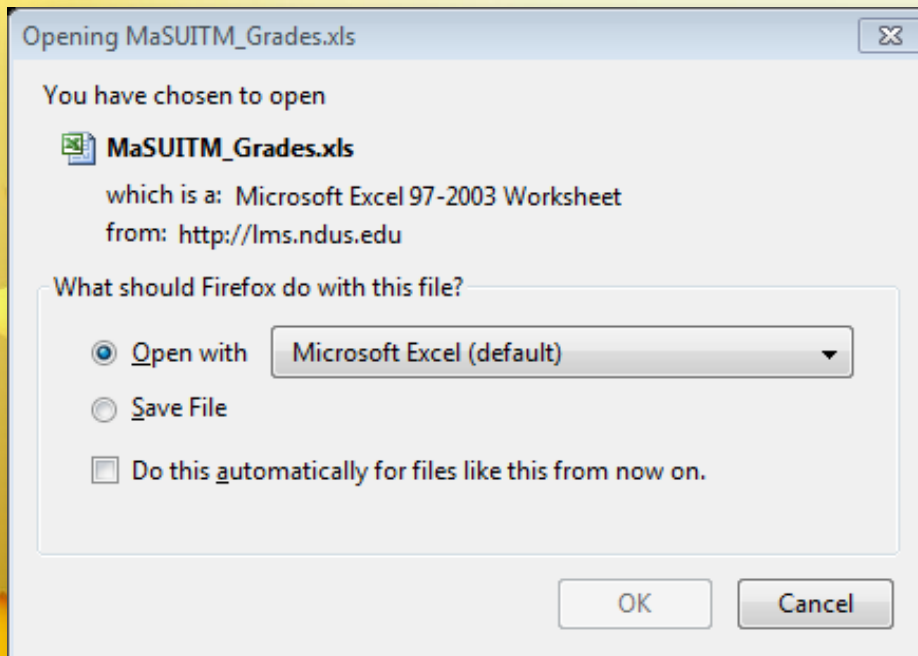
First name	Surname	ID number	Institution	Department	Email address	Test01	Assignment: Course Introduction Wiki Grade	Assignment: Communication Theory	Forum Copyright Question
Linda	Arnegard	linda.arnegard			Linda.Arnegard@mayvillestate.edu	249.00	8.00	10.00	3.00
Nannette	Bagstad	0289175	MaSU		nannette.bagstad@mayvillestate.edu	200.00	7.00	10.00	2.00
Linda	Baier	0235802	MaSU	Business & CIS	linda.baier@mayvillestate.edu	215.00	9.00	10.00	1.00
Bernadette	Baker	291802	MASU		Bernadette.M.Baker@sendit.nodak.edu	-	-	-	-
Tom	Capouch	tom.capouch			t_capouch@mayvillestate.edu	-	-	-	-
Lisa	Carl	0488414	MASU		lisa.carl@mayvillestate.edu	-	-	-	-
Kathy	Champion	0530712	MaSU		K_Champion@mayvillestate.edu	-	10.00	-	-
Ima	Comet	None	MaSU		ima.comet@gmail.com	-	-	-	-
Haylee	Dass	0582572	MaSU		haylee.dass@mayvillestate.edu	-	-	-	-
Laverne	Daugherty	880686	MASU		mzverny@comcast.net	-	-	-	-

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Done

A small preview of your Excel file is displayed based on the number of rows you chose in the Preview Options section.

If it looks good, click on the **Download** button.



Open or Save the file.

MaSUITM\_Grades.xls [Read-Only] [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Paste Font Alignment Number Styles Cells Editing

A1 First name

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	First name	Surname	ID number	Institution	Department	Email address	Test01	Assignment	Assignment	Forum: Co	Assignment	Quiz: Sam	SCORM/A	Attendance
1	Linda	Arnegard	linda.arneg			Linda.Arne	249	8	10	3	7	7	72	10
2	Nannette	Bagstad	0289175	MaSU		nannette.b	200	7	10	2	10	5	85	0
3	Linda	Baier	0235802	MaSU	Business	linda.baier	215	9	10	1	10	6	94	10
4	Bernadette	Baker	291802	MASU		Bernadette	-	-	-	-	-	-	-	-
5	Tom	Capouch	tom.capou			t_capouch	-	-	-	-	-	-	-	-
6	Lisa	Carl	0488414	MASU		lisa.carl@	-	-	-	-	-	-	-	-
7	Kathy	Champion	0530712	MASU		K_Champi	-	-	-	-	-	-	-	-
8	Ima	Comet	None	MASU		ima.comet	-	-	-	-	-	-	-	-
9	Haylee	Dass	0582572	MASU		haylee.das	-	-	-	-	-	-	-	-
10	Laverne	Daugherty	880686	MASU		mzverny@	-	-	-	-	-	-	-	-
11	Hardy	DeLong	0757202	MASU		Hardy.Delc	-	-	-	-	-	-	-	-
12	Jane	Grinde	jane.grinde			Jane.Grind	-	-	-	-	-	-	-	-
13	Jay	Henrickson	0208686	MASU		Jay.Henric	-	-	-	-	-	-	-	-
14	Tonya	Hoppe	673378	MASU		hoppe_tj@	-	-	-	-	-	-	-	-
15	Heath	Horpedahl	619527	MASU	MaSU	heath_06@	-	-	-	-	-	-	-	-
16	Dean	Johnson	290570	MASU		dean.johns	-	-	-	-	-	-	-	-
17	Robert	Johnston	271872	MASU		robert.john	-	-	-	-	-	-	-	-
18	Connie	Kaldor	connie.kal			connie.kal	-	-	-	-	-	-	-	-
19	Katharine	Keating	0187573	MASU		katharine.k	-	-	-	-	-	-	-	-
20	Sarah	Konschak	405292	Mayville St		sarah.kons	-	-	-	-	-	-	-	-
21	Amanda	Kuhn	amanda.ku	MASU		amanda.j.k	-	-	-	-	-	-	-	-
22	Jenna	Kvale	0737856	MASU		jenna.r.kva	-	-	-	-	-	-	-	-
23	Nancy	Lankow	nancy.lank			N_Lankow	-	-	-	-	-	-	-	-
24	Barbara	Locken	329710	MASU		barbara.loc	-	-	-	-	-	-	-	-
25	Malissa	Maierus	7009756	MASU		m_maierus	-	-	-	-	-	-	-	-

Grades

Ready

100%

You can now add or delete any column or row as you see fit and save the file on your computer. However, do not forget about security. Ensure your computer files are **safe** if you decide to keep a copy on your local hard drive.