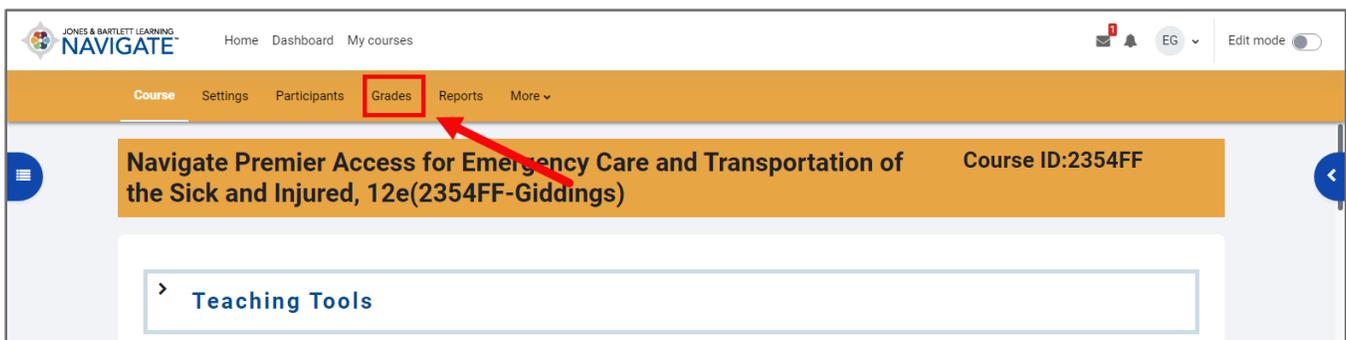


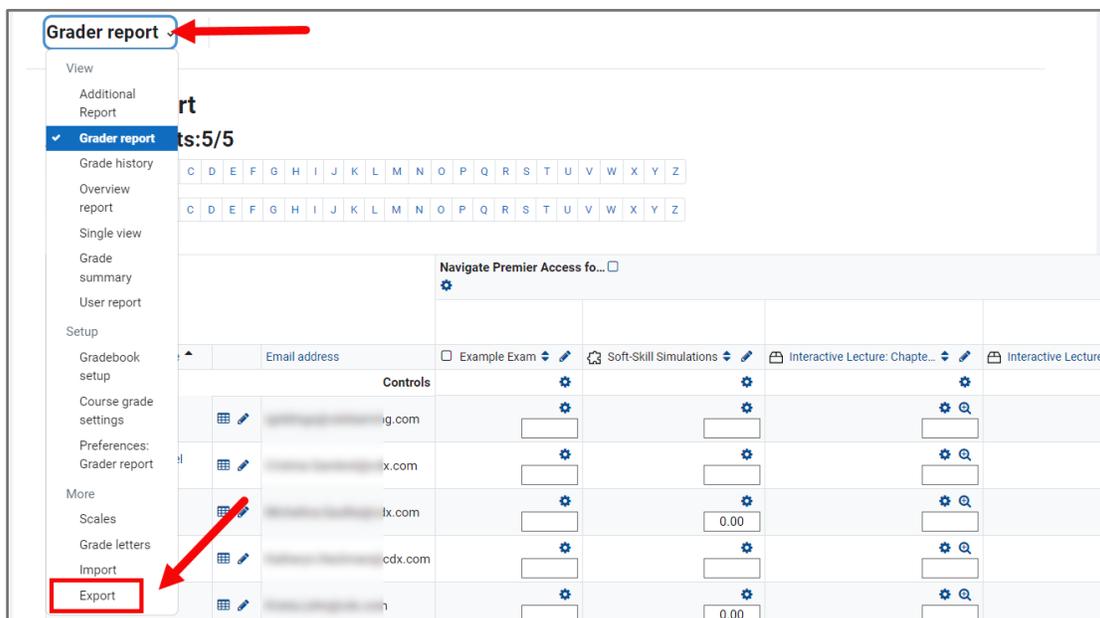
How to Export the Gradebook

This document contains instructions on how to export your gradebook from Navigate. You can export a gradebook in a variety of file formats, including plain text, OpenDocument spreadsheet, XML, or Excel spreadsheet. This allows you to store the course grades on a local computer, perform further manual analysis, or print it for your records.

1. Upon logging in, navigate to the gradebook by clicking the **Grades** button in the **Navigation Bar**.



2. Once your **Grader report** loads, choose Export from the dropdown in the top left corner.

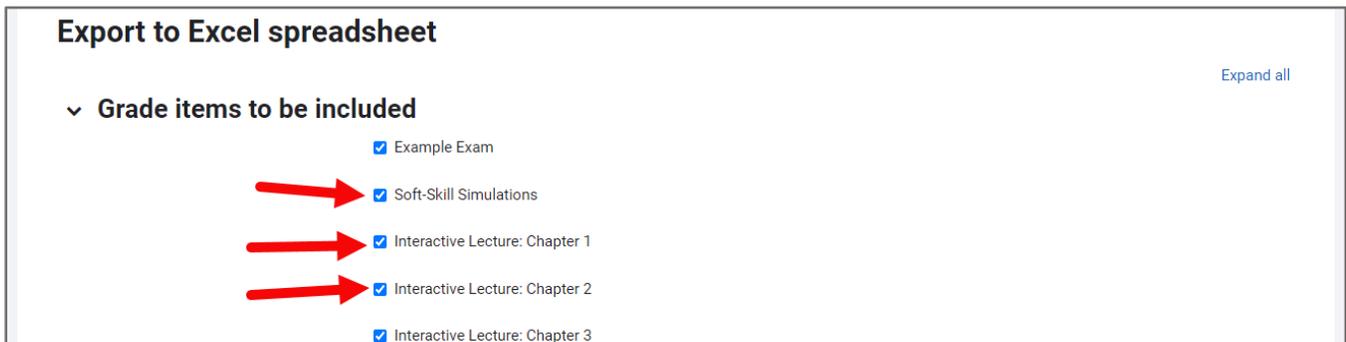


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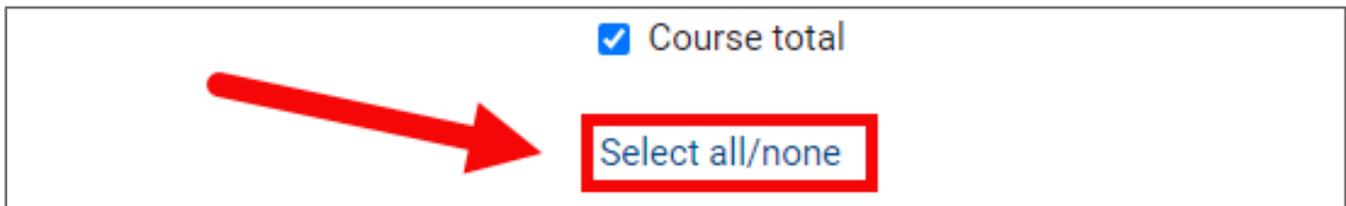
3. The Export page displays options for specifying the export file format. Click the drop down and select your desired format (for example, Excel spreadsheet).



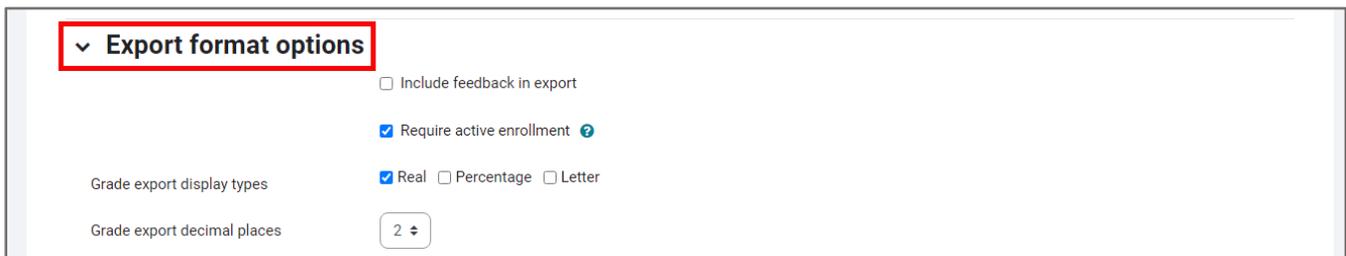
4. Once your format is selected, you can select the grade items you wish to include by checking or unchecking each grade item in the list under Grade items to be included.



5. You may scroll down and click the **Select all/none** link at the bottom of the list to quickly deselect all items and return to choose only those you wish you capture in the export.



6. Click the **Export format options** heading to expand and review additional formatting options for the exported report.



7. From this section, you may choose to include instructor feedback, exclude suspended users, choose the grade display type, and pick the number of decimal points to include in any numeric grades.

▼ **Export format options**

Include feedback in export

Require active enrollment ⓘ

Real Percentage Letter

Grade export display types

Grade export decimal places 2

8. When you are ready, click the **Download** button. Depending on your operating system and browser settings, the file may download automatically, or a dialog box will open with options for specifying the save location.

Grade export decimal places 2

[Download](#)

9. When finished, click the **Course** button in the **Navigation bar** to return to your course.

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