

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.

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

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

View								
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CDX Learning Systems

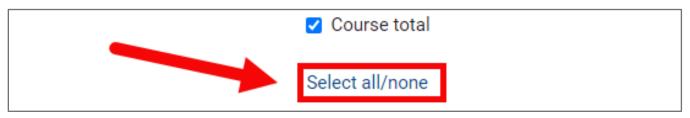
3. The Export page displays options for specifying the export file format. Click the drop down and select your desired format (for example, Excel spreadsheet).

Export ~ Export as	Excel spreadsheet 🗸		
Export to Excel sp	OpenDocument spreadsheet Plain text file		
	 Excel spreadsheet 	Expand	all
 Grade items to b 	e included		

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.

Export to Excel spreadsheet	
✓ Grade items to be included	Expand all
Z Example Exam	
Soft-Skill Simulations	
✓ Interactive Lecture: Chapter 1	
Interactive Lecture: Chapter 2	
Interactive Lecture: Chapter 3	

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.

✓ Export format options	
	Include feedback in export
	✓ Require active enrollment
Grade export display types	☑ Real
Grade export decimal places	2 \$

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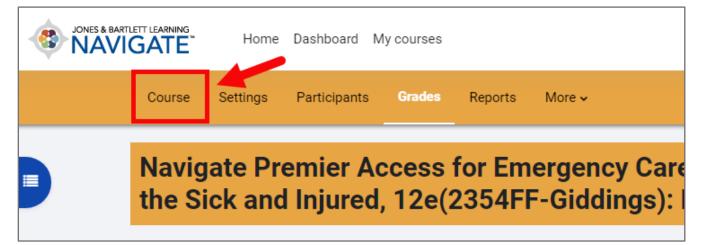
 From this section, you may choose to include instructor feedback, exclude suspended users, choose the grade display type, and pick the number of decimal points to include in any numeric grades.

 Export format option 	s
	Include feedback in export
	Require active enrollment
Grade export display types	✔ Real □ Percentage □ Letter
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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