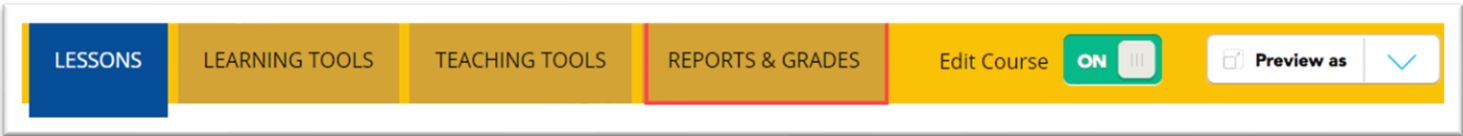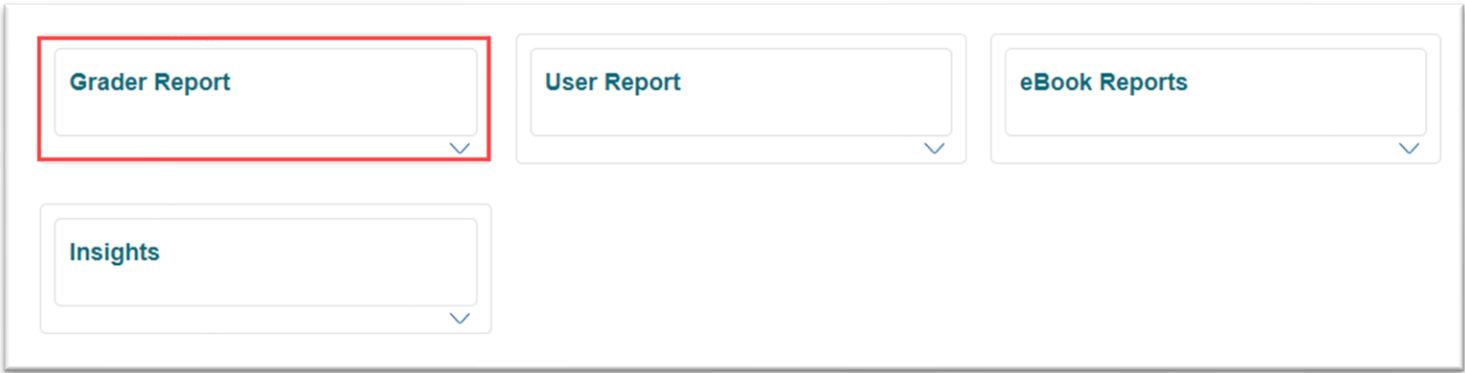# How to export the gradebook

This document provides guidance on how to export your student grades into a raw file format of your choosing.
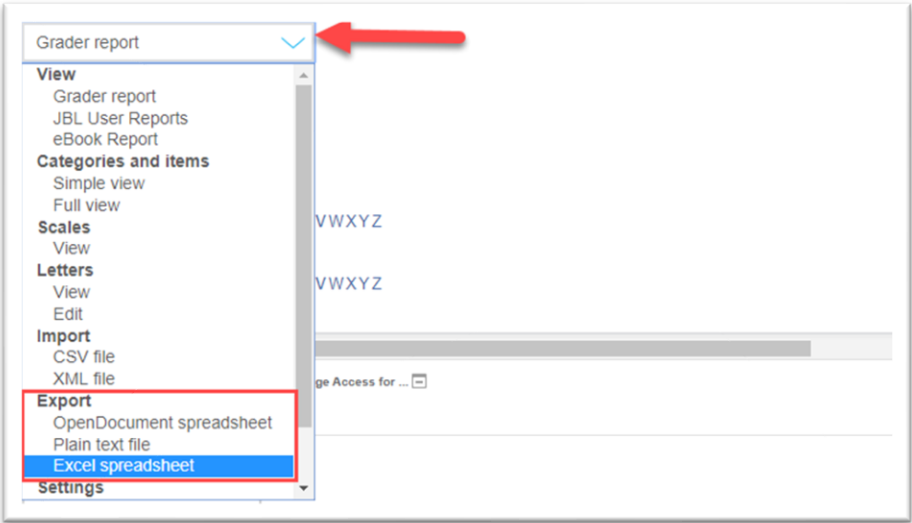
1. When you are logged into your course, click on **Reports and Grades** in the tabs across the top of the course.

2. This will load the options to view the Ebook Reports, User Reports, and Gradebook. Click the **Grader Report** option.

3. The page will open to the Grader Report displaying the scores for your students and the activities in the course. Click the **Grader Report** dropdown menu at the top left of the gradebook and then select your desired file export format. For most users, Excel will be the preferred method of export.

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4. Most of the settings found here can be left at their default options, but the instructor can choose to only print or save the grades of a specific group if the class has been divided into groups, or choose whether grades are exported as letter grades, percentage, or as real scores. Grades for only specific activities can also be indicated here. When satisfied with the selections, click **Submit** at the bottom of the page.

5. This will lead to a screen that displays the grades selected for the students and a Download button, that once clicked, will download the Excel file to the web browser's Downloads folder. This file can be opened in the PC's Excel program for printing or saved locally.

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