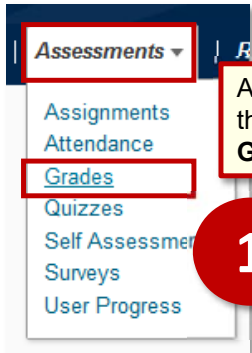


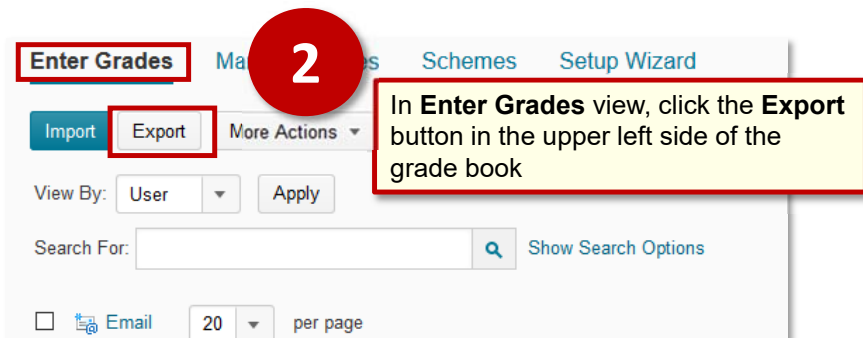
Exporting & Archiving your D2L Brightspace Grade Book



Assessments ▾
Assignments
Attendance
Grades
Quizzes
Self Assessments
Surveys
User Progress

1

Access the course in D2L Brightspace then click on **Assessments >> Grades**



Enter Grades | Manage | Schemes | Setup Wizard

Import | **Export** | More Actions ▾

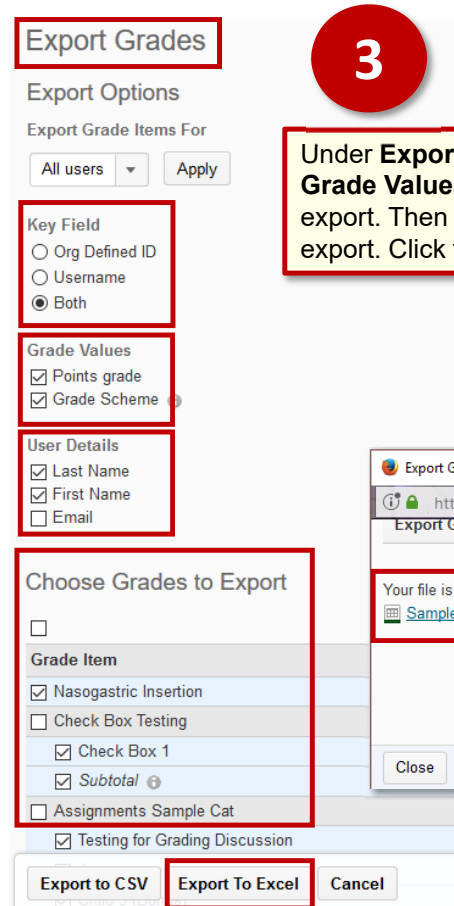
View By: User ▾ | Apply

Search For: | Show Search Options

Email | 20 ▾ | per page

2

In **Enter Grades** view, click the **Export** button in the upper left side of the grade book



Export Grades

Export Options

Export Grade Items For: All users ▾ | Apply

Key Field
 Org Defined ID
 Username
 Both

Grade Values
 Points grade
 Grade Scheme

User Details
 Last Name
 First Name
 Email

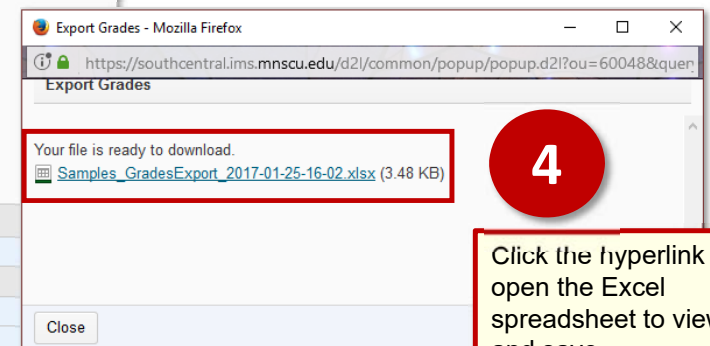
Choose Grades to Export

Grade Item
 Nasogastric Insertion
 Check Box Testing
 Check Box 1
 Subtotal
 Assignments Sample Cat
 Testing for Grading Discussion

Export to CSV | **Export To Excel** | Cancel

3

Under **Export Options** select the **Key Fields**, **Grade Values**, and **User Details** you want to export. Then select the **Grade Items** you want to export. Click the **Export to Excel** button



Export Grades - Mozilla Firefox

https://southcentral.ims.mnscu.edu/d2l/common/popup/popup.d2l?ou=60048&quer...
Export Grades

Your file is ready to download.
[Samples_GradesExport_2017-01-25-16-02.xlsx](#) (3.48 KB)

Close

4

Click the hyperlink to open the Excel spreadsheet to view and save.