Weekly Moodle Tip:

Exporting your gradebook to Excel can serve for easy printing and a convenient backup copy.

To export to Excel:
1. Click “Choose an action” in the Gradebook.
2. Under the Export header, click on “Excel Spreadsheet”.
3. Select the option for displaying the spreadsheet, and select all items you would like to be included. Note: If you want to include everything, make sure all the boxes are checked, and click submit.
4. Now, click download in the middle of the screen.
5. A dialog box should now open, allowing you to save or open your new excel gradebook spreadsheet.

For further assistance, please contact the CIT.