



Exporting Grade Book Grades

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The Export Grades option allows the course editor to export assignment grades for all students as a comma-delimited or tab-delimited file. The resulting delimited file can easily be viewed and modified in a standard spreadsheet program such as Microsoft Excel.

From the courses **Manage** tab, click the Gradebook link under **Course Management**.

Click the **Export Grades** hyperlink in the Gradebook Setup section to display the Export Grades options.

Gradebook Setup

Preferences

Maintain overall preferences of the gradebook.

Import Grades

Import grades from an external file.

Export Grades

Export grades to a file.

Import Assignments

Import assignments from repositories.

Publish Course Grades

Your ANGEL administrator has not entered the list of valid grades.

To export all assignment grades, do the following:

1. Choose between comma- and tab-delimited options.
2. Check to include averages and/or course ID.
3. **Output Format**- choose between percentage or points.
4. **Export**- A File Download dialog box appears on the screen. Click the Save button to save the file. A Save As dialog box appears on the screen. Give the file a specific name that identifies the semester and course. Save to your computer's hard drive or a portable device.

Export Grades

- Comma Separated **1**
 Tab Separated
 Include Averages **2**
 Include Course ID
3 Output Format: Percentage Points

Export **4** Done