

Exporting From the Moodle Gradebook

It is possible to export your Moodle Gradebook to Excel. To do so please follow the below directions:

1. Enter the desired course.
2. Click on the “**Grades**” link from the “**Administration**” block.
3. From the “**Choose an action...**” drop down menu locate the “**Export**” options and select “**Excel Spreadsheet**” (see figure 1). Note: scroll down to see this option.

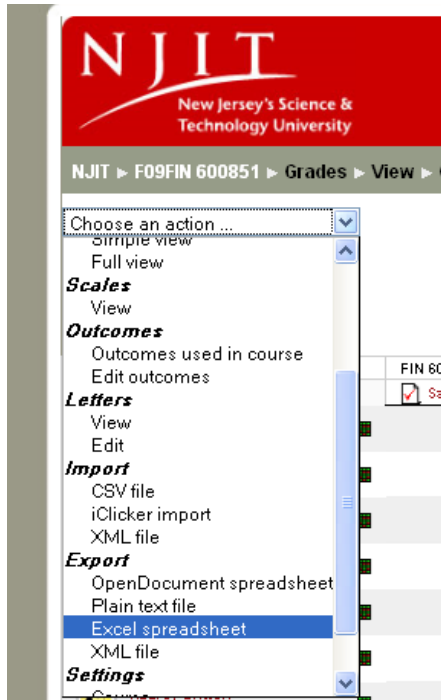


Figure 1: “Choose an action...” → “Export” → “Excel spreadsheet”.

4. You should now see the “**Export to Excel spreadsheet**” screen. This screen allows users to select the options for the report. It is possible to include written feedback to students by selecting the “**Include feedback in export**” option.
5. Moodle allows users to preview reports before downloading them. The “**Preview rows**” will let users decide how many rows will be included in this preview.
6. The “**Grade items to be included**” area lists all columns in the Gradebook. Deselect times that should be excluded from the final report and then click the “**Submit**” button.
7. If you are satisfied with the preview click the “**Download**” button to download the file in an XLS format.