While our courses are routinely backed up twice each week, we recommend downloading your gradebook after midterms and at the end of each term in order to maintain a record of student grades outside of Moodle. This process just takes a minute, but it can save you a lot of time!

To download your grades:

1. Open your gradebook by clicking on **Grades** in the **Course administration** block.

2. Click on the **Export** tab.
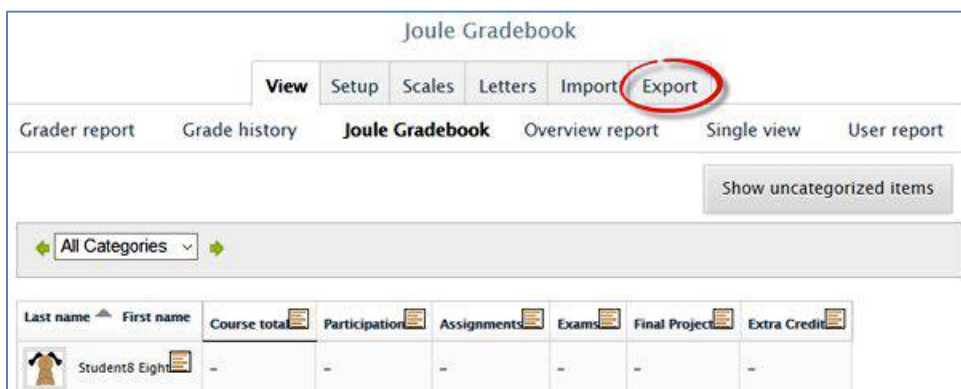
3. Choose **Excel spreadsheet** from the row of format options. Review the items available to download. Deselect any items that you don't wish to have appear in the downloaded grade list.

4. Click **Download** to create an Excel spreadsheet containing the grades.
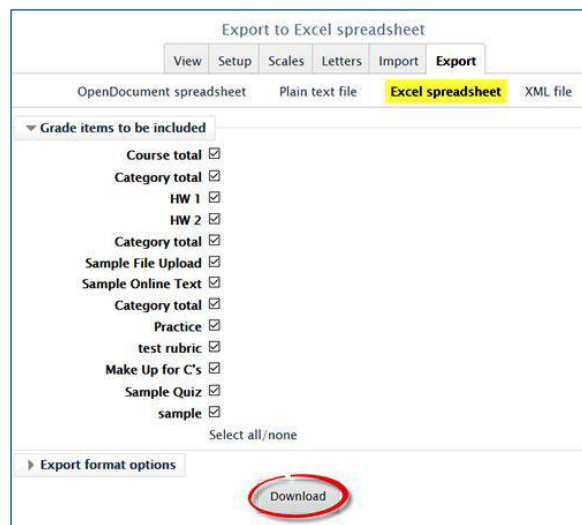
5. The resulting dialogue box offers the opportunity to **open** the file or **save** it to your computer. If you choose to open the file, you can then use the **Save as....** file option to save it to your computer for future reference.