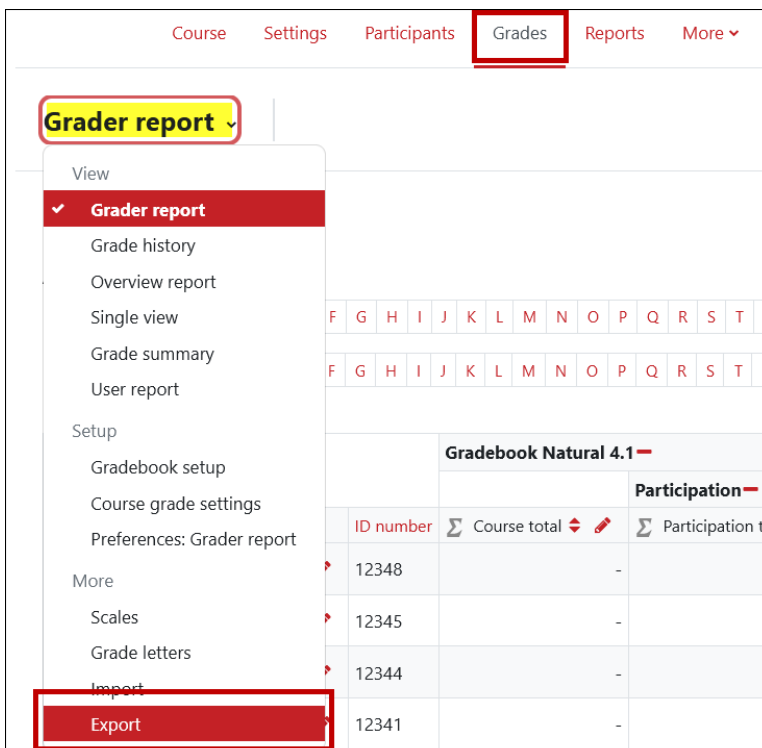
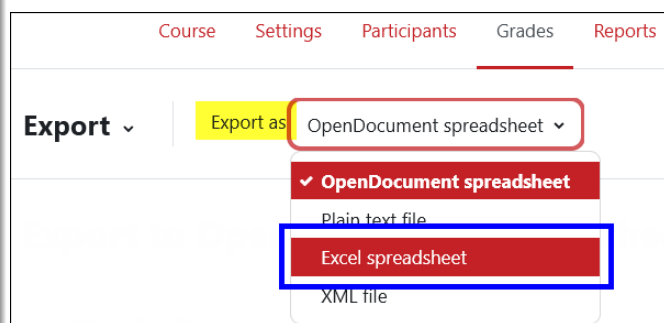


While our courses are routinely backed up and archived, we recommend downloading your gradebook at the end of each term to maintain a record of student grades outside of Moodle. This process just takes a minute, but it can save you a lot of time!

To download your grades:



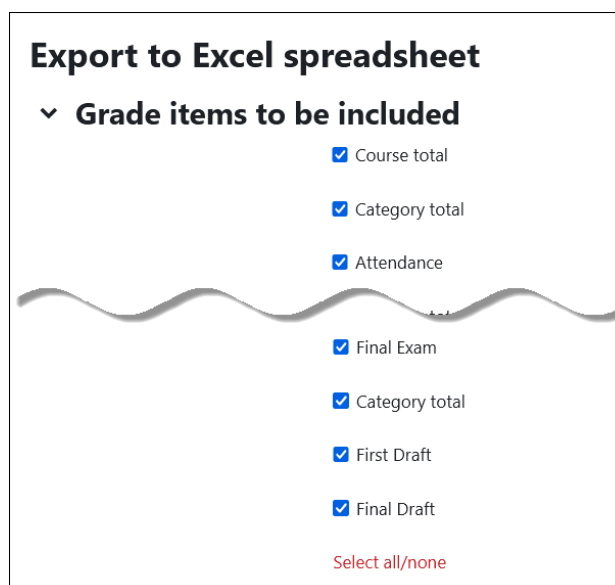
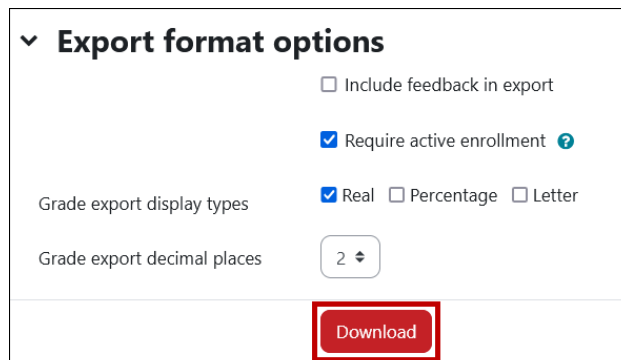
1. Open your gradebook by clicking on the **Grades** tab at the top of your course.
2. Open the **gradebook options menu** in the upper left corner and scroll down to select **Export**.
3. Choose **Excel spreadsheet** from the **export format** options.



4. Review the items available to download. Deselect any items that you don't wish to have appear in the downloaded grade list.

(Optional Step)

Adjust the format options—these are the defaults:



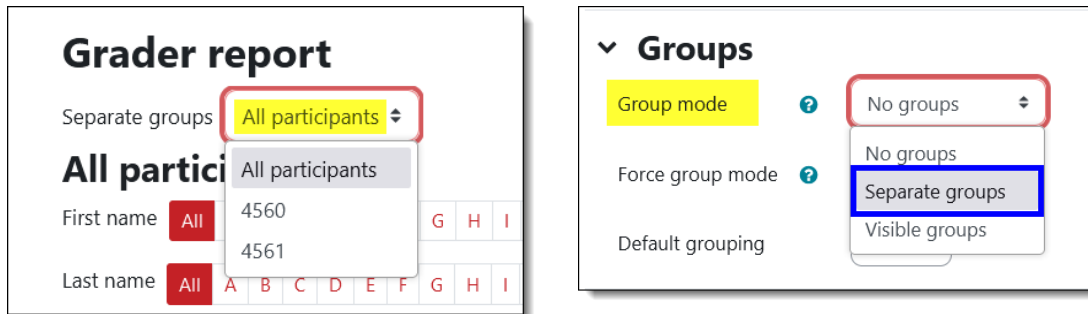
5. Click **Download** to create and save an Excel spreadsheet containing the grades.

Download the Gradebook

Good to Know

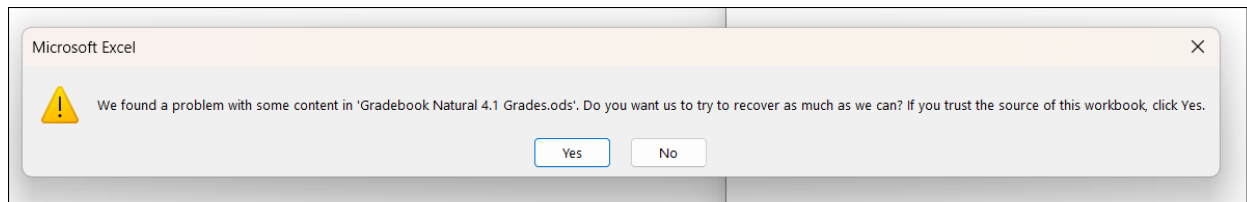
Courses with Combined Sections

If you have combined multiple sections in one course shell, you can export grades separately for each section. Just select the group representing the section grades you want to export before starting Step 1. (If you don't see the separate groups option, open the course **Settings** tab and select **Separate groups** as the **Group mode** from the **Groups** option area and **Save and display**.)



ODS Files

If you miss setting the export format to Excel in Step 3, grades will be downloaded as an "OpenDocument Spreadsheet" (.ods). After saving the file, the error message below will be displayed. Say **Yes**, then use **Save as...** to save the file as an Excel spreadsheet.



Student Email List

It's sometimes helpful to generate a list of email addresses or ID numbers for your students. Exporting the gradebook is a quick and easy way to generate a list.

When you review the items to download in Step 4, scroll to the bottom of the list of items and select **none**. The spreadsheet that you download will include first and last names, ID numbers, and SOU email addresses for all your students.

