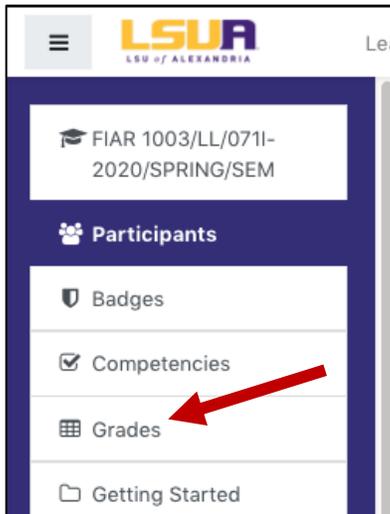


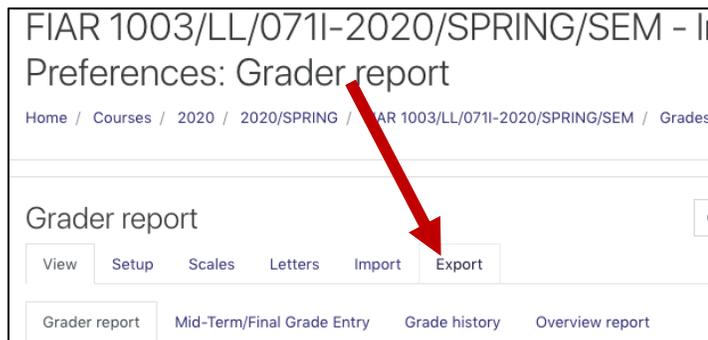
## How to Export Grades in Moodle

If you would like to export your gradebook in Moodle, follow the instructions below. You can also use these instructions to export a class list.

1. On your course page, click the “hamburger” icon  in the upper left to expand the left menu. Select **Grades**.



2. On the Grades page, select the **Export** tab.



3. A list of grade items will display. Uncheck the items you do not want to include in the report.
4. Scroll down and expand the *Export format options* section. The options in this section are optional.
5. Next, click **Download**.

6. Depending on your browser settings, the file will download automatically or it will ask you where to download the file.
7. Open the exported file and manage your columns as you see fit.

If you have any questions about exporting grades in Moodle, submit a Help Desk ticket to [iethelp@lsua.edu](mailto:iethelp@lsua.edu).