

Export Gradebook in Moodle

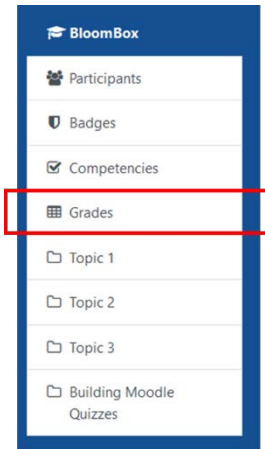
To export your Moodle gradebook to an Excel spreadsheet, please follow the step-by-step instructions.

Access Grades

Access your Moodle gradebook by clicking on the **Grades** tab on your course home page.

Access Export Feature

To access the export feature, click **Export**.



Grader report



Select items to be included in export file

Select the item(s) you wish to be exported. In most cases you will want to **Select all**.

Configure format options

Expand the **Export format options** tab by clicking on the arrow ▶

Configure the settings according to your preferences.

Download

Click **Download** to retrieve and save your gradebook.

▼ Export format options

Include feedback in export

Require active enrollment ?

Grade export display types

Real Percentage Letter

Grade export decimal points

2 ▾



Download