

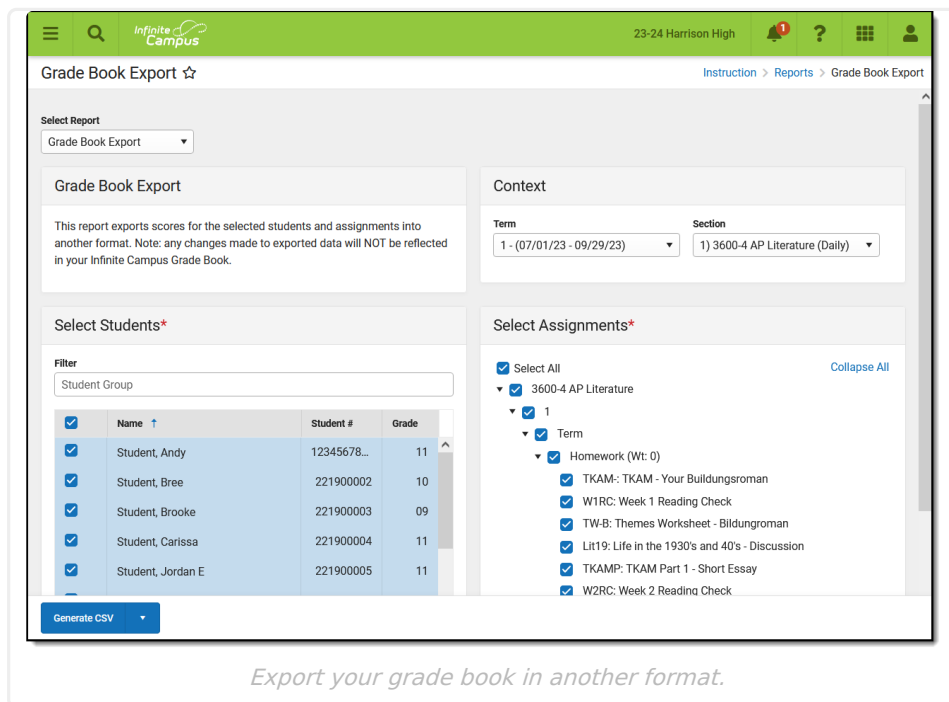
# Grade Book Export

Last Modified on 04/01/2024 11:41 am CDT

Tool Search: Grade Book Export

The Grade Book Export generates a view of the Grade Book in another format for use in other programs.

Any changes made to the data that has been exported will not be reflected within the Grade Book. A section must have at least one [category](#) and one [assignment](#) to export the Grade Book.



## Generating the Grade Book Export

1. Select a **Term** and **Section** to load the list of students and assignments.
2. Indicate the **Students** to include in the export. Filter the student list by entering a Student Group if desired.
3. Indicate which **Assignments** to include in the export. Expand the assignment list by term and select them individually or by Grading Task/Standard.  
Note that Category Weights display in the assignments list if they have been entered for your [Categories](#). Assignments that are not [included](#) in grade calculation or in [categories](#) that are excluded from calculation are marked as **EXCLUDED**.
4. Click **Generate CSV** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.  
CSV

▶ [Click here to expand...](#)

Tab Delimited

▶ [Click here to expand...](#)

XML

▶ [Click here to expand...](#)

HTML

▶ [Click here to expand...](#)

### Putting Student Names and Numbers in Separate Columns

After generating the extract in Comma Separated format, complete the following steps in Excel to separate student last, first, and middle name, and number into their own columns of the spreadsheet:

1. Add three new blank columns to the first of the first column.
2. Highlight Column A.
3. From the **Data** tab at the top, click **Text to Columns**.
4. Choose **Delimited**, click **Next**.
5. Mark *Comma* and *Space* as delimiters.
6. Click **Next** and then **OK** to separate the fields into their own columns. Manually move the student number for any students who do not have middle names.