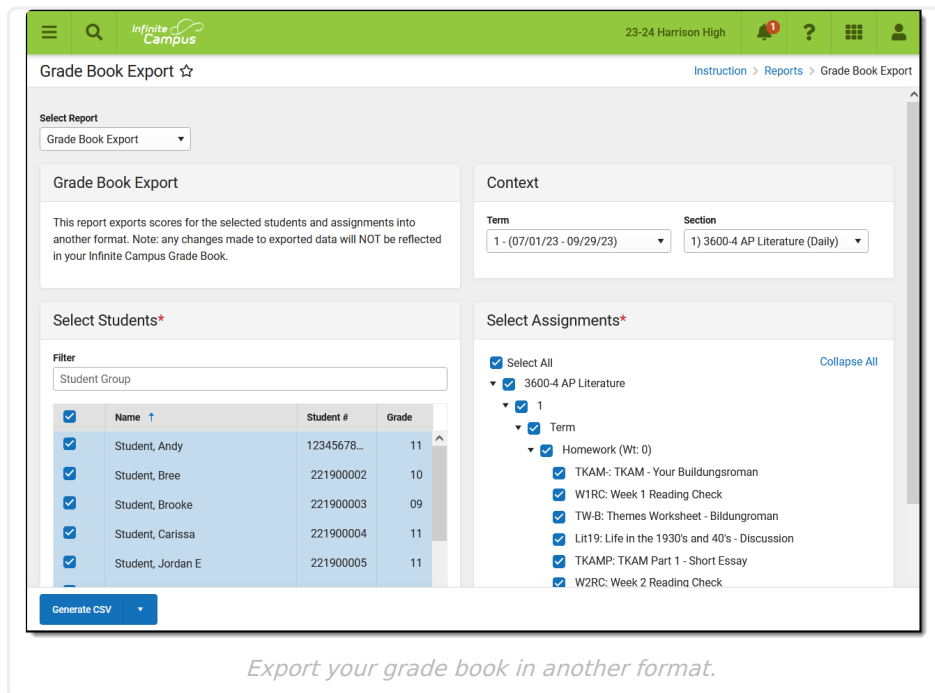# Grade Book Export

Last Modified on 10/21/2024 8:21 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.

Export your grade book in another format.

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...

	A	B	C	D	E	F
1		Trigonometric	Trigonometric	Blue Team Assignment	Green Team Assignment	Quiz 1
2		50	100	50	50	100
3	Student, Andrew T #678912345	45	HP		45	89
4	Student, Bree W #123456789	48	P		49	98
5	Student, Brooke J #234567891	43	P	43		87
6	Student, Devin L #345678912	34	S	41		89
7	Student, Jordan E #912345678	20	P	39		96
8	Student, Kyle M #891234567	50	S	49		87
9	Student, Luke C #789123456	47	S		35	68
10	Student, Lydia J #456789123	46	S		50	79

Export in CSV Format

Tab Delimited

▸ Click here to expand…

```
                        Trigonometric Functions worksheet      Trigonometric Funct
                        50        100           100      100   100     50      50
"Student, Andrew T #678912345"  45    HP              HP       U               45
"Student, Bree W #123456789"    48    P               HP       P               49
"Student, Brooke J #234567891"  43    P               S        P       43
"Student, Devin L #345678912"   34    S               S        P       41
"Student, Jordan E #912345678"  20    P               P        S       39
"Student, Kyle M #891234567"    50    S               S        P       49
"Student, Luke C #789123456"    47    S               S        P               35
"Student, Lydia J #456789123"   46    S               HP       S               50
```

Export in Tab Delimited Format

XML

▸ Click here to expand…

Export in XML Format

HTML

▸ Click here to expand...

	Trigonometric Functions Worksheet	Trigonometric Functions Worksheet	Trigonometric Functions Worksheet - Try 2	Trigonometric Functions Worksheet - Try 3	Blue Team Assignment
Student, Andrew T #678912345	45	HP	HP	U	
Student, Bree W #123456789	48	P	HP	P	
Student, Brooke J #234567891	43	P	S	P	43
Student, Devin L #345678912	34	S	S	P	41
Student, Jordan E #912345678	20	P	P	S	39

Export in HTML Format

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.