

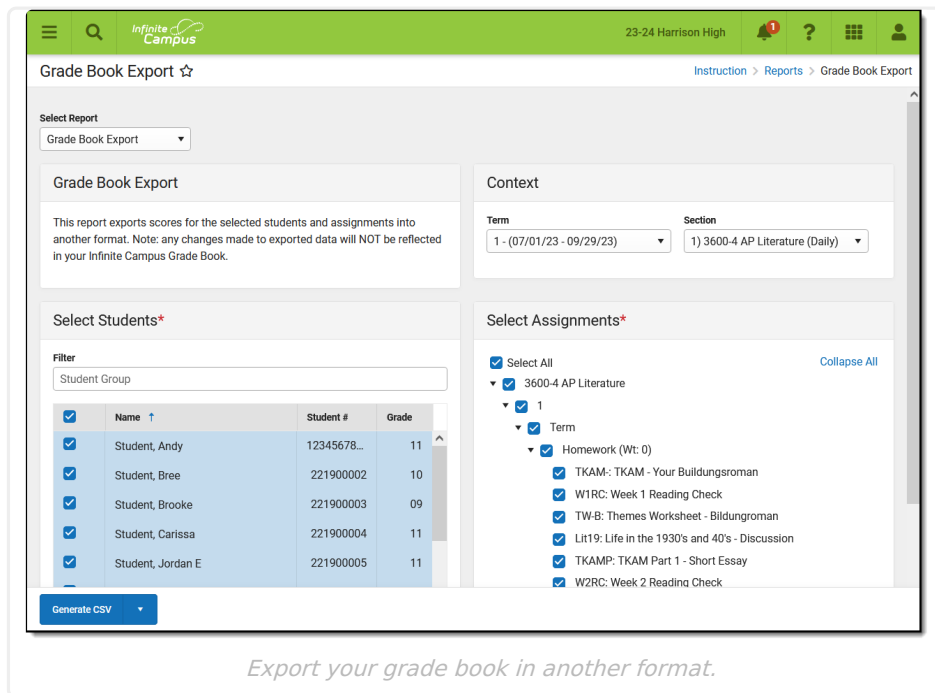
Grade Book Export

Last Modified on 01/29/2026 10:41 am CST

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.



Grade Book Export ☆

Select Report: Grade Book Export

Grade Book Export

This report exports scores for the selected students and assignments into another format. Note: any changes made to exported data will NOT be reflected in your Infinite Campus Grade Book.

Context

Term: 1 - (07/01/23 - 09/29/23) Section: 1) 3600-4 AP Literature (Daily)

Select Students*

Filter: Student Group

	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	12345678...	11
<input checked="" type="checkbox"/>	Student, Bree	221900002	10
<input checked="" type="checkbox"/>	Student, Brooke	221900003	09
<input checked="" type="checkbox"/>	Student, Carissa	221900004	11
<input checked="" type="checkbox"/>	Student, Jordan E	221900005	11

Select Assignments*

☒ Select All [Collapse All](#)

- ☒ 3600-4 AP Literature
 - ☒ 1 Term
 - ☒ Homework (Wt: 0)
 - ☒ TKAM: TKAM - Your Buildingsroman
 - ☒ W1RC: Week 1 Reading Check
 - ☒ TW-B: Themes Worksheet - Bildungroman
 - ☒ Lit19: Life in the 1930's and 40's - Discussion
 - ☒ TKAMP: TKAM Part 1 - Short Essay
 - ☒ W2RC: Week 2 Reading Check

[Generate CSV](#)

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

[Export in Tab Delimited Format](#)

XML

► [Click here to expand...](#)

```

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```

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.