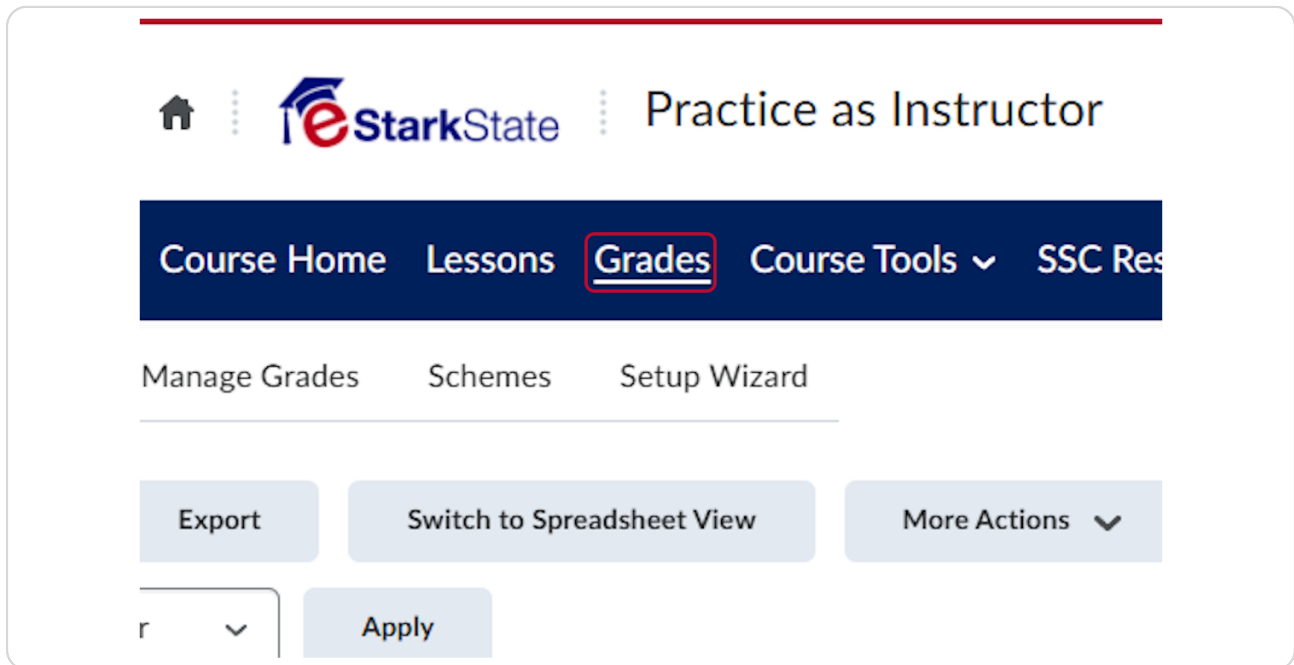


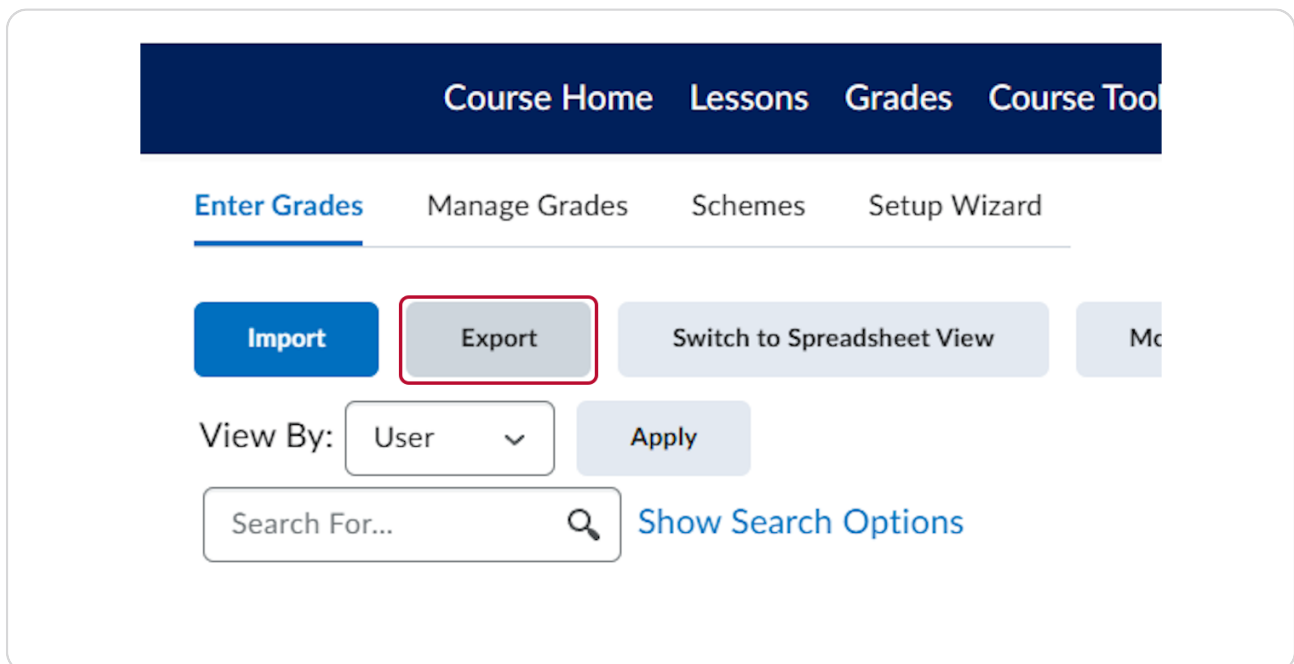
STEP 1

Click on Grades




STEP 2

Click on Export



STEP 3

Check Last Name


☒ Points grade
☐ Grade Scheme 

User Details
☒ Last Name
☐ First Name
☐ Email

☐ Group Membership

STEP 4

Check First Name

☐ Points grade
☐ Grade Scheme 

User Details
☒ Last Name
☒ First Name
☐ Email

☐ Group Membership

Choose Grades to Export

STEP 5

Check Select all rows

Choose Grades to Export

<input checked="" type="checkbox"/>	Grade Item
<input checked="" type="checkbox"/>	Research Essay Preparation
<input checked="" type="checkbox"/>	Research Essay Outline

STEP 6

Click on Export To Excel

<input checked="" type="checkbox"/>	Paper Outline
<input checked="" type="checkbox"/>	Welcome Video
<input checked="" type="checkbox"/>	Calculated Grade ?
<input checked="" type="checkbox"/>	Final Calculated Grade ?
<input checked="" type="checkbox"/>	Final Adjusted Grade

Export to CSV

Export To Excel

Cancel

STEP 7

Click on Download

<input checked="" type="checkbox"/> Digital Library Lessons Quiz	Numeric
<input checked="" type="checkbox"/> Subtotal ?	
<input type="checkbox"/> Final Research Essay	
<input checked="" type="checkbox"/> Final Research Project	
<input checked="" type="checkbox"/> Essay 2 Test	
<input checked="" type="checkbox"/> Subtotal ?	
<input type="checkbox"/> Research Outline	
<input type="checkbox"/> Draft	
<input type="checkbox"/> Annotated Bibliography	
<input type="checkbox"/> Paper Outling	Numeric

Export Grades

Complete

Congratulations! Your export Practice as Instructor_GradesExport_2025-09-10-18-41.xlsx is now ready for download.

Download

Close