Under the “Export Grades” tab, click Export.

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>Final Grades</th>
<th>Quiz 1</th>
<th>Quiz 2</th>
<th>Quiz 3</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Test</td>
<td>29.07 %</td>
<td>4</td>
<td>5</td>
<td></td>
<td>14.21 / 30, 47.31</td>
</tr>
<tr>
<td>Adams, John</td>
<td>0 %</td>
<td></td>
<td>4</td>
<td>5</td>
<td>0 / 30, 10</td>
</tr>
</tbody>
</table>
Overview of Export Options Continued

By default, the “Export Grade Items For” option is set to “All users.” Leave it as set.

“Key Field” identifies users.

“Org Defined ID” is the student ID number (900-xxx-xxx)

“Username” is the section of the email address before the @ symbol.

To export all available information select “both.”
Overview of Export Options Continued

“Points grade” refers to the number of points the student has earned (i.e. 8/10) and is always exported unless deselected.

“Weighted Grade” refers to what percentage a particular grade item makes up of the final grade. (i.e. 80%)

“Grade scheme” may be a percentage or a letter grade depending on how your grade book is set up.

“Grade Values” what grade information you would like to export.
“User Details” lets you select what participant information you’d like to export. Both “First Name” and “Last Name” are recommended.

Check this box to export all grade items, or select individual assignments.