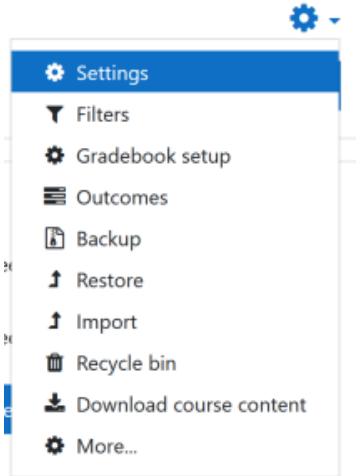


Gradebook: Export

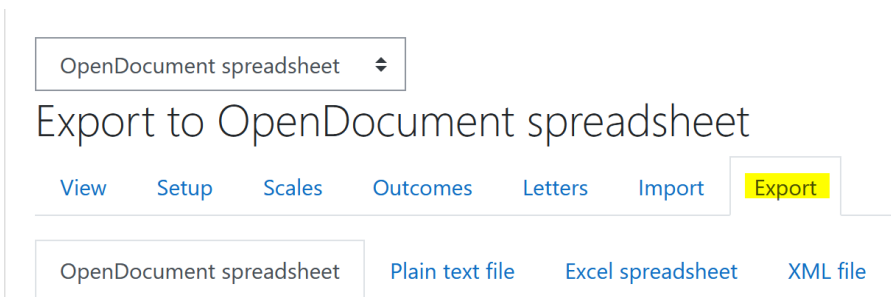
To get an Excel file of your students' first and last names, Banner IDs, and email addresses, you can export a roster from AsULearn. If you select grade items, it's also a great way to get a local copy of your gradebook.

Step-by-step guide

1. From the main course page, click the **gear** icon (top right) and click **Gradebook setup** in the menu.



2. On the **Gradebook setup** page, click the **Export** link.



3. To change the file format from the default (OpenDocument spreadsheet), below the Export tab, click the tab for a different file type such as Excel or Plain Text.
4. Under Grade items to be included, select the check boxes for the desired items.

Note: By default, every column in your gradebook will be included. At the bottom of the list, you can click Select all/none to make selecting columns more efficient.

▼ Grade items to be included

- Course total
- Course Presentation
- Interactive Video
- Image Sequencing
- Branching: Art of Europe example
- Flash Cards - Fictional Characters
- Flash Cards - Spanish Vocabulary
- Sample Interactive Book

[Select all/none](#)

▶ Export format options

Download

5. Under Export format options, users can also select to include feedback comments or adjust the decimal display.

TIPS

- If you want to export just a roster of students, click **Select All/None** at the bottom to toggle the check boxes off for all the grade items. The exported file will include students' first names, last names, Banner IDs, and email addresses.
- If you are exporting the gradebook as a template to **Import Grades** from a spreadsheet, export just the activities you want to import.

6. Click the **Download** button at the bottom of the page. The file will download to your computer based on your browser settings: either to your default Download folder, or you will be prompted where to save the downloaded file.

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