



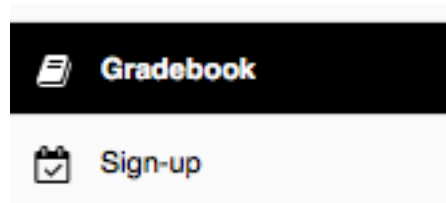
PROVIDENCE
COLLEGE

Exporting Gradebook to Excel

<http://Sakai.Providence.edu>
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

You may wish to export the Gradebook so you can have a backup copy saved, or so you can manipulate it further using Excel. The process for exporting is simple, and the steps are outlined below.

1. Go to the course site where you wish to export the Gradebook from. Using the left hand menu, open the Gradebook tool.



3. Click on the tab that says "Import/ Export". Once the page loads you will have two options; you can either export the gradebook "as is", or you can choose to do a custom export. A custom export would only be relevant if you want to select the columns of information that is being exported. Otherwise, if you click "Export Gradebook" all data will be exported into a .csv file that will automatically download to your computer's downloads folder.

GRADEBOOK

Grades **Import / Export** Permissions Settings

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

Export Gradebook [Custom Export](#)

