

The screenshot shows a course page for 'IO 121 HYB SPRING 2019 WR'. The page has a header with navigation links: 'Home', 'Course Admin', 'Content', 'Assessments', 'Classlist', and 'Student S'. The 'Assessments' link is expanded into a dropdown menu with the following options: 'Assignments', 'Discussions', 'Quizzes', 'Rubrics', and 'Grades'. A red arrow points from the 'Grades' option in the dropdown menu to a text box at the bottom of the image. Below the header, there is a banner image with pink cherry blossoms and the course title 'IO 121 HYB SP' on the left and 'WR' on the right. Below the banner, there is an 'Overview' dropdown menu and a row of six colored tabs (one blue, five grey). To the right, there is an 'Update' button and a notification icon with the number '8'.

Go to assessments- select grades from the dropdown menu

Course Home Course Admin Content Assessments ▾ Classlist

Enter Grades Manage Grades Schemes Setup Wizard

New ▾

More Actions ▾

Select enter grades



Enter Grades

Manage Grades

Schemes

Setup Wizard

Import

Export

Switch to Standard View

More

View By:

User



Apply

Search For...



Show Search Options

Select "export"

Export Options


Export Grade Items For

All users

Key Field

- Org Defined ID
 Username
 Both

Grade Values

- Points grade
 Grade Scheme 



User Details

- First Name
 Email
 Section Membership
 Group Membership

Select user preference- note default is student user name
Can also select student last name and first name by scrolling down further on the page

Select options of what grade items to be exported

Choose Grades to Export

<input type="checkbox"/>	Grade Item	Type
<input type="checkbox"/>	Midterm percentage 	Calculated
<input type="checkbox"/>	Midterm letter grade	Text
<input checked="" type="checkbox"/>	Points so far 	Calculated
<input type="checkbox"/>	Lab	
<input checked="" type="checkbox"/>	Lab: The box	Numeric
<input checked="" type="checkbox"/>	Lab: Metric system	Numeric

After grade items have been selected- choose export to Excel file, then you should be able to download the file.