

Export Moodle Gradebook

Table of Contents

Export Gradebook	2
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Export Gradebook

Here you will export and download a backup of the gradebook from a course to save for future use or in case of data loss.

1. Open a browser window such as Internet Explorer or Firefox.
2. Navigate to <https://moodle.hocking.edu> and enter your credentials and click "Login".



Returning to this web site?

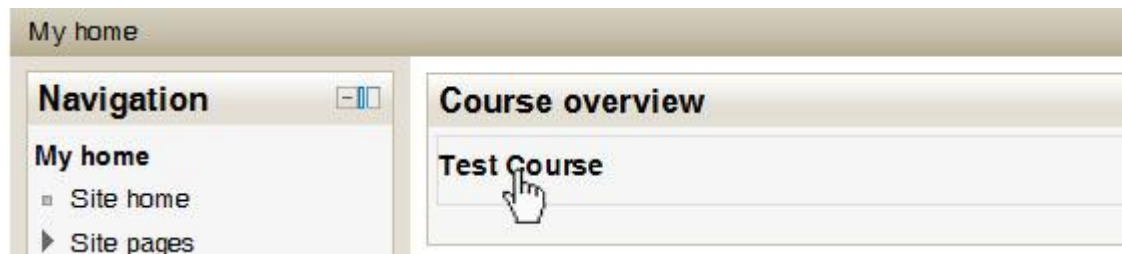
Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

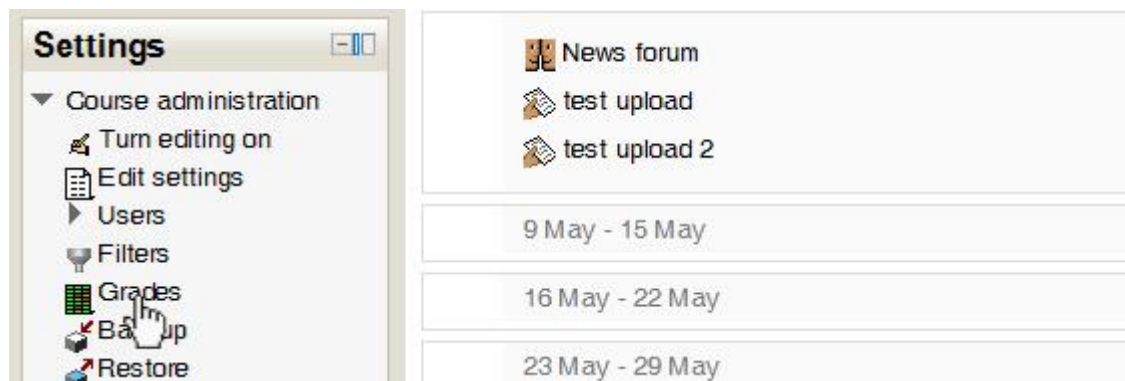
Password

Login

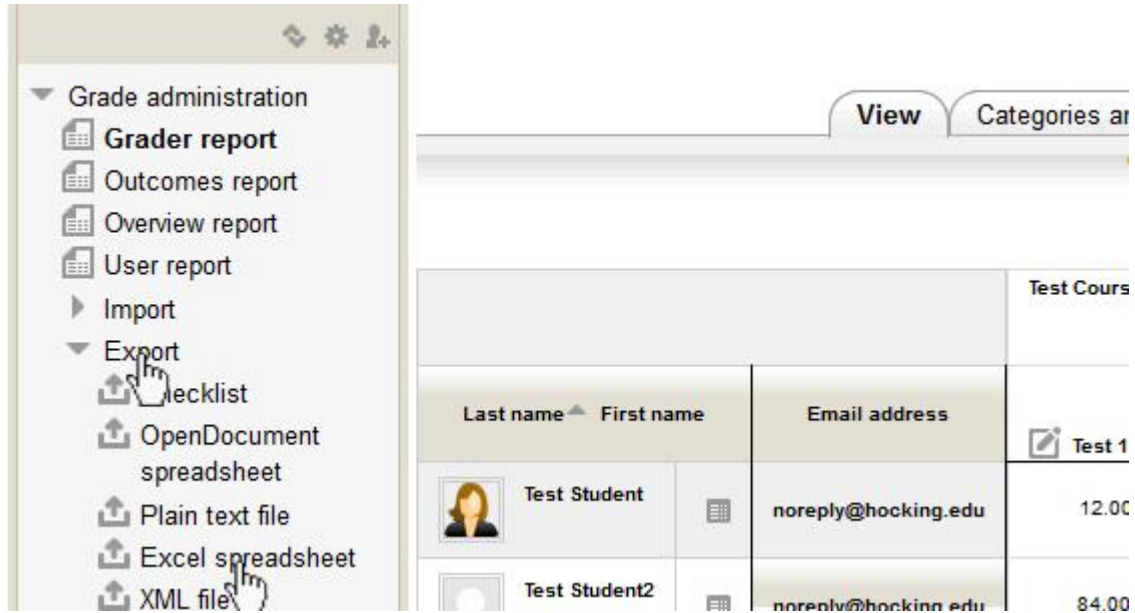
3. Click on the name of the course that you want to backup the gradebook for.



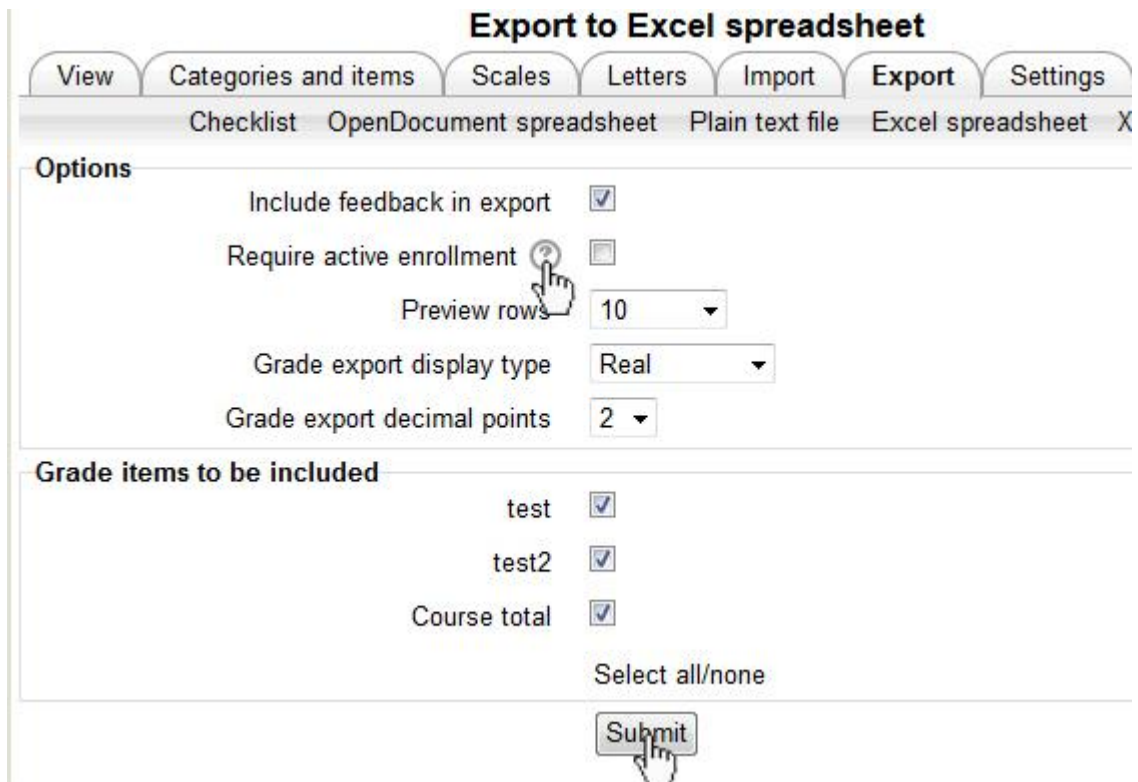
4. On the left panel under "Settings" and "Course Administration" click on "Grades".



- On the left panel under “Settings” and “Grade Administration” click on “Export”. Then click the type of format you would like to export the grades to. We recommend “Plain Text File”. It will save the export as a “CSV” which can be read by Excel and if needed re-imported easily back into a course.



- Check “Include Feedback in export” if you would like to backup feedback as well as grades. Choose the grade items to be exported and modify any other settings as needed. When finished click “Submit”.



7. After reviewing what will be exported and you are satisfied click "Download". Choose a location on your local machine to save the export.

Export to Excel spreadsheet

Categories and items	Scales	Letters	Import	Export	Settings	My prefer
Checklist	OpenDocument spreadsheet	Plain text file	Excel spreadsheet	XML file		

Export

Download

Preview rows

First name	Last name	Email address	Assignment:test	Assignment:test (Feedback)
Test	Student	noreply@hocking.edu	90.00	well done
Test	Student2	noreply@hocking.edu	50.00	needs more work