
Backing up the Gradebook

DOWNLOAD GRADEBOOK

Instructors can download a copy of the entire course gradebook to view on their computer. The downloaded file can be viewed directly in Excel.

1. In your course, click on **Control Panel**, and choose **Gradebook** under the "Assessment" menu.
2. In the Gradebook Spreadsheet View, click the **Download Grades** button.



Download Gradebook

1 Select Delimiter

Comma-delimited files (.CSV) have data items separated out by commas. Tab-delimited files (.XLS) have data items separated out by tabs. Both are common types of data files and can be opened in most editing software. XLS tab-delimited files can be opened directly in Excel. CSV comma-delimited files need to be imported for use in Excel.

Select the delimiter type for the downloaded file

Delimiter Type: Comma Tab

3. Select **Tab** to be able to easily view the file in Excel; choose Comma or Tab to view in Word. It is recommended to choose Tab.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.



4. Choose **Submit**.

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Instructions:

The Gradebook has been saved to a delimited file. Download this file and view it using any software that accepts such formats.

Click on **Download** with the right mouse button and select **Save As** to save the file locally.



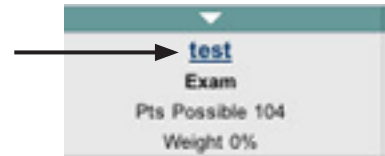
5. Choose **Download**, and save a copy of the file onto your desktop.

A copy of the gradebook will be saved as an excel file.

Backing up the Gradebook (continued)

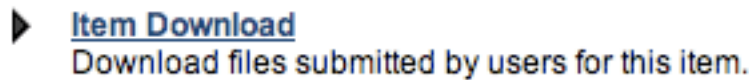
DOWNLOADING ASSIGNMENT FILES

1. In the Gradebook Spreadsheet view, click on the item title.



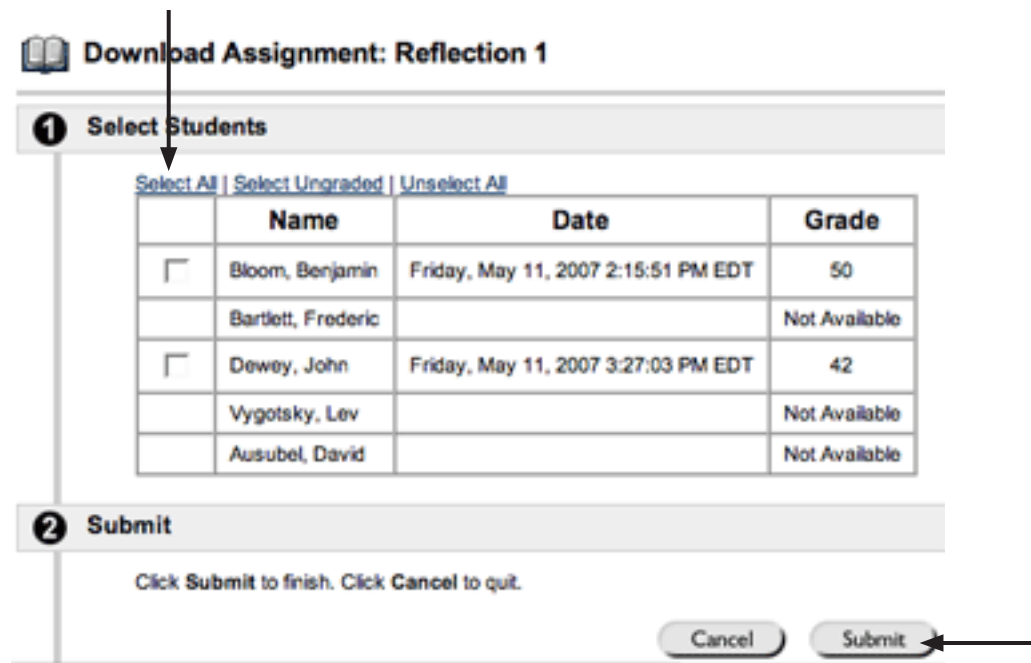
The "Item Options" page will appear on screen.

2. Click on **Item Download**.



The **Item Download** allows instructors to download all or select files submitted by the students for the Gradebook Item.

3. Click **Select All**, and click **Submit**.



4. Click the **Download assignments now** link to download all selected assignment files to your desktop.

