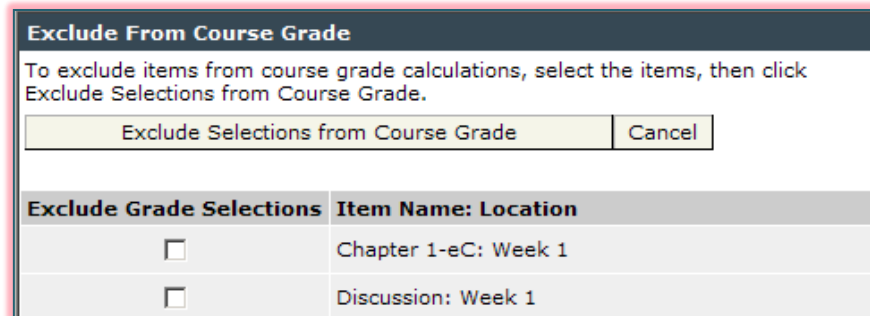



Exclude/Export Grades

Exclude Grades

This option is used when a grade is to be assigned for a Content Item but the grade is not to be included in the final course grade. This is an excellent feature for practice assignments where a grade is assigned, but is not to be included in the final course grade. The **Points/Calculations** setting must be selected in Gradebook Preferences in order to use this feature.

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ Click **Setup Gradebook**.
- ❖ Click the **Assign Points/Weights** tab.
- ❖ Click **Exclude from Course Grade**.
- ❖ The **Exclude From Course Grade** window will display (see illustration below).



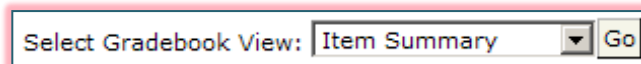
- ❖ Click the items in the list with point values that are not to be included in the final course grade.
- ❖ The excluded items will display with the symbol as shown in the illustration at the right. 
- ❖ Click **Exclude Selections from Course Grade** to exclude this item from the Gradebook.

Export Grades

The current view of a Gradebook can be exported to a comma-separated (.csv) file. The Gradebook can then be opened in any spreadsheet application. Doing this will allow the instructor to take advantage of standard spreadsheet functions such as calculating means, median, average, and other statistical calculations. To Export the entire Gradebook, run the export from the **Show All** view. Instructors will be given the option of exporting both letter and number grades if both have been assigned in the Gradebook.

Export the Current View of the Gradebook

- ❖ Click **Gradebook** on the **Tools Menu**.
- ❖ In the **Select a Gradebook View** list (see illustration below), select the view that is to be exported.



- ❖ Click **Go**.
- ❖ The **Gradebook** page will change to the selected view.
- ❖ Click **Export View**.
- ❖ Select the format in which the Gradebook is to be exported (see illustration on next page).
 - **Letter and Number Grades** - This option will export the current view with Letter grades and Number grades in separate columns.
 - **Number Grades Only** - Use this option to export the current view with Number grades only.

- **Letter Grades Only** – Select this option to export the current view with Letter grades only.

Gradebook

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Export Item Summary

Select data to export: Letter and Number Grades
 Number Grades Only
 Letter Grades Only

Export Cancel

- ❖ Click **Export**.
- ❖ The **File Download** dialog box will appear.
- ❖ Click the **Save** button.
- ❖ The **Save As** window will display.
- ❖ Select a name and location for the exported Gradebook file.
- ❖ Click **Save**.
 - The current view of the Gradebook file will be saved with the **.csv** file extension.
 - Any spreadsheet program can be used to open the file.