

Exporting the Brightspace Gradebook

It is recommended that instructors download the Brightspace Gradebook whenever they submit attendance, midterm grades, and final grades to the college/university. The file exports as a CSV file which will open directly into Excel.

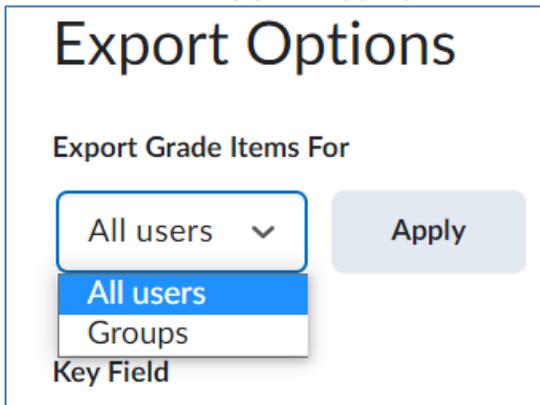
1. Click on the **Grades** link on the NavBar in your Brightspace course



2. Select the **Export** button



3. Select the **User(s)**, as appropriate



4. Select the **Grade Value** and **User Details** you prefer

Grade Values

Points grade

Weighted grade 

Grade Scheme 

User Details

Last Name

First Name

Email

Group Membership

5. Choose the **Grades to Export**. Select individual items, or select the checkbox at the top of the table to select all

Choose Grades to Export

<input checked="" type="checkbox"/>	Grade Item
<input checked="" type="checkbox"/>	Discussions (Drop 1 lowest)
<input checked="" type="checkbox"/>	5_11 Training Discussion
<input checked="" type="checkbox"/>	C2 ID Training Topic

6. Select **Export to CSV** OR **Export to Excel**. Both files will open in Excel.

7. Export Grades popup window will appear. When file is complete, click **Download**

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