



How to Export Gradebook Data from Moodle

Moodle allows you to export data from your gradebook to your own computer so you can modify values or input them into your own grading system.

1. Click on **Grades** at Course menu.

XMUM Moodle Home Dashboard My courses

Q | | TT | Edit mode

Course Settings Participants **Grades** Reports More

THE0205 Introduction to International Politics 2024/02
Premanathan

Arts In Advertising
> 2023 - 2024

> General

Collapse all

2. Select **Export** from drop-down menu at **Grader Report**:

THE0205 Introduction to International Political 2024/02 Premanathan:
View: Grader report

Grader report

View

- ✓ Grader report
- Grade history
- Overview report
- Single view
- Grade summary
- User report

Setup

- Gradebook setup
- Course grade settings
- Preferences: Grader report

More

- Scales
- Grade letters
- Import
- Export**

THE0205 Introduction to Int...	
number	Email address
March 2024 Group 2 Assig...	March 2024 Group 1 Assig...
Controls	



3. Under **Grade items** to be included, select the check boxes for the columns to download.

Note: By default, every column in your gradebook will be included. At the top or bottom of the list, you can click Select all/none to make selecting columns more efficient.

Export ▾

Export as OpenDocument spreadsheet ▾

Export to OpenDocument spreadsheet

[Expand all](#)

▾ Grade items to be included

- ☒ March 2024 Group 2 Assignment
- ☒ March 2024 Group 1 Assignment
- ☒ March 2024 Group 2 Quiz
- ☒ March 2024 Group 1 Quiz
- ☒ Course total

[Select all/none](#)

4. Click **Download**.

> Export format options

Download