

# Schoology: Exporting Schoology Gradebook

The screenshot shows the Schoology interface. The top navigation bar includes 'COURSES', 'GROUPS', 'RESOURCES', and 'TOOLS'. The left sidebar has a 'Gradebook' menu item highlighted with a red arrow. The main content area shows a gradebook table for 'Trial Section: Section 1'. The table has columns for 'Last Name, A-Z', 'OVERALL', and 'Calc.'. Two rows are visible: 'MALLONET, M...' and 'SCHANDONEY, SUSAN', both with 'N/A' in the 'OVERALL' column. A red circle highlights a menu with options: 'Bulk Edit', 'Print Reports', 'Export', and 'Import'. A red arrow points from the 'Export' option in the menu to the 'Gradebook' menu item in the sidebar.

## How to Export a Gradebook

- Open the GRADEBOOK for your course
- From the gradebook screen, select the menu (3 dots)
- Select “Export”
- Select “Gradebook as CSV”
- Click “Next” and the file will download

Trial Section: Section 1

## Trial Section: Section 1

1 Choose Export Type → 2 Export

Below you can choose to export your gradebook in 2 ways.

1) As a CSV version of your gradebook

2) As a CSV file that can be used to import into other systems

Please select the appropriate choice and click 'Next'

- Gradebook as CSV
- CSV for import into other system

Next