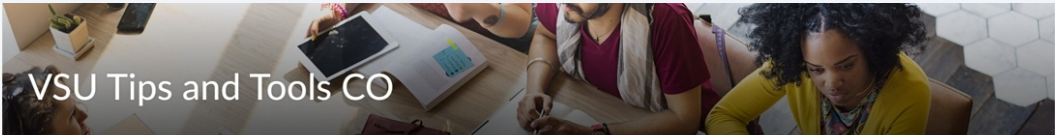


Export Grades to a CSV or Excel File

1 Navigate to your course



VSU Tips and Tools CO

Announcements ▾

Getting Started ▾ ×

Posted Aug 3, 2020 10:51 AM

Welcome Students!

TO GET STARTED, Select the "Content" link in the navigation bar at the top of the page.

Content Browser ▾

Bookmarks Recently Visited

- Video Recordings >
- Module 1 >
- Module 2 >
- Module 3 >
- Module 4 >

Calendar ▾

Thursday, February 20, 2025 ▶

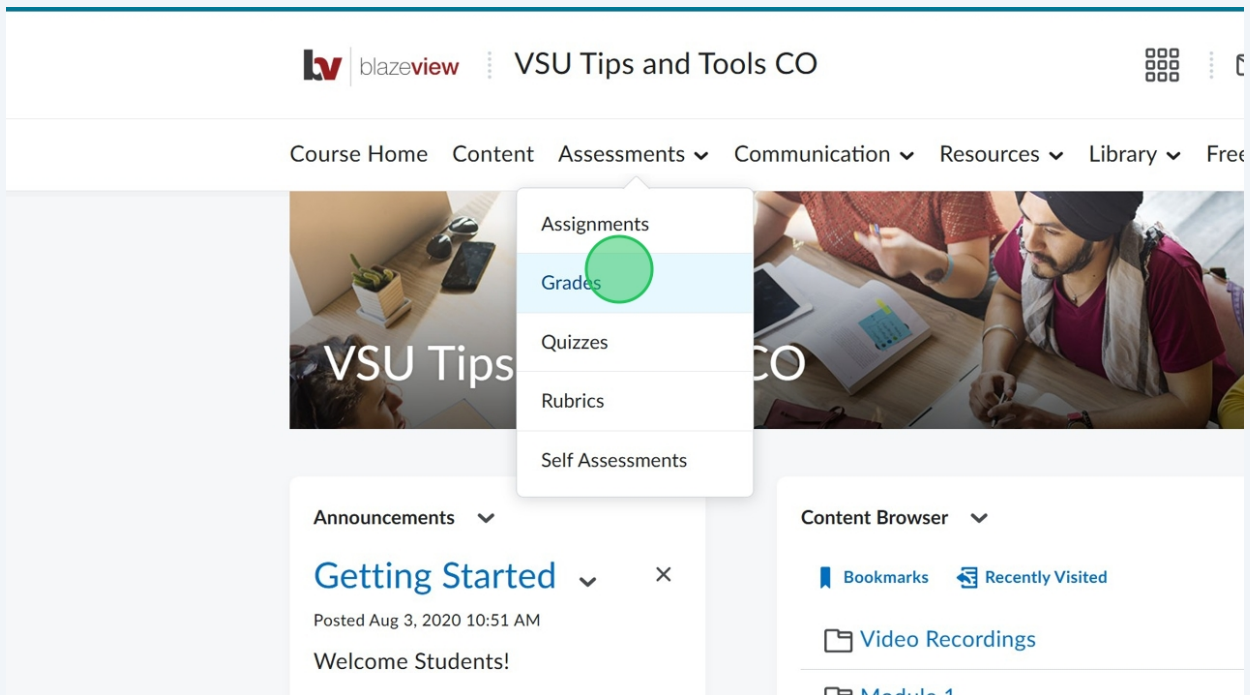
Upcoming events ▼

2 Click "Assessments"



The screenshot shows the top navigation bar of the Blazeview system. The course title "VSU Tips and Tools CO" is displayed on the right. The navigation menu includes "Course Home", "Content", "Assessments", "Communication", "Resources", "Library", and "Free". The "Assessments" menu item is highlighted with a green circle. Below the navigation bar is a large banner image with the text "VSU Tips and Tools CO". Under the banner, there are two main sections: "Announcements" and "Content Browser". The "Announcements" section shows a "Getting Started" announcement posted on Aug 3, 2020. The "Content Browser" section shows "Bookmarks", "Recently Visited", "Video Recordings", and "Module 1".

3 Click "Grades"



The screenshot shows the same Blazeview interface as the previous one, but with the "Assessments" dropdown menu open. The "Grades" option is highlighted with a green circle. The dropdown menu also includes "Assignments", "Quizzes", "Rubrics", and "Self Assessments". The rest of the interface, including the banner, announcements, and content browser, remains the same.

4 Click "Export"

The screenshot shows the Blazeview interface for VSU Tips and Tools CO. The top navigation bar includes links for Course Home, Content, Assessments, Communication, and Resources. Below this, there are tabs for Enter Grades, Manage Grades, Schemes, and Setup Wizard. The 'Enter Grades' tab is active, and the 'Export' button is highlighted with a green circle. Other buttons visible are 'Import', 'Switch to Spreadsheet View', and 'More Actions'. Below the buttons, there is a 'View By:' dropdown set to 'User' and an 'Apply' button. A search bar with the text 'Search For...' and a magnifying glass icon is also present, along with a link to 'Show Search Options'. At the bottom, there is an 'Email' button and a table with columns for Last Name, First Name, and Username. The table also has a 'Quizzes' dropdown menu and two columns for 'Module 1 Quiz' and 'Module 1 Practice Quiz'.

5 Select the options you wish to include in your export.

The screenshot shows the 'Export Grades' dialog box. The title is 'Export Grades' and the subtitle is 'Export Options'. Under 'Export Grade Items For', there is a dropdown menu set to 'All users' and an 'Apply' button. Under 'Key Field', there are three radio buttons: 'Org Defined ID' (selected), 'Username', and 'Both'. Under 'Sort By', there is a dropdown menu set to '-- Default --'. Under 'Grade Values', there are two checkboxes: 'Points grade' (checked) and 'Grade Scheme' (unchecked). Under 'User Details', there are two checkboxes: 'Last Name' (unchecked) and 'First Name' (unchecked).

6

If you have groups set up in BlazeVIEW, you can restrict your download to only a selected group of students. Be sure to select **Apply** if you use this option to restrict the download to a specific group of students.

Export Options

Export Grade Items For

All users ▾

Apply

Key Field

☒ Org Defined ID

☐ Username

☐ Both

Sort By

-- Default -- ▾

Grade Values

☒ Points grade

☐ Grade Scheme ?

7

Key field: Select the student's Org Defined ID (*this is the BlazeVIEW User ID, not VSU Student ID number*) and/or Username (MyVSU).

Export Options

Export Grade Items For

All users ▾

Apply

Key Field

☒ Org Defined ID

☐ Username

☐ Both

Sort By

-- Default -- ▾

Grade Values

☒ Points grade

☐ Grade Scheme ?

8

Sort By: Select how you want the entries to be sorted in the downloaded file.

Course Home Content Assessments Communication Resources Library Free Tutoring Design Natural

Export Grades

Export Options

Export Grade Items For

All users

Key Field

☒ Org Defined ID
☐ Username
☐ Both

Sort By

-- Default --

Grade Values

☒ Points grade
☐ Grade Scheme ?

User Details

☐ Last Name
☐ First Name

9

Grade Values: Points grade (number of points a student received) and/or Grade Scheme (percentage)

Course Home Content Assessments Communication Resources Library Free Tutoring Design Natural

Export Grades

Export Options

Export Grade Items For

All users

Key Field

☒ Org Defined ID
☐ Username
☐ Both

Sort By

-- Default --

Grade Values

☒ Points grade
☐ Grade Scheme ?

User Details

☐ Last Name
☐ First Name

10

User Details: First name, last name, VSU email address, and/or BlazeVIEW group membership

Sort By

-- Default --

Grade Values

- ☒ Points grade
☐ Grade Scheme ?

User Details

- ☐ Last Name
☐ First Name
☐ Email
☐ Group Membership

Choose Grades to Export

☐ Grade Item

11

Use the checkboxes to select or de-select which gradebook items to include in your download.

- ☐ Email
☒ Group Membership

Choose Grades to Export

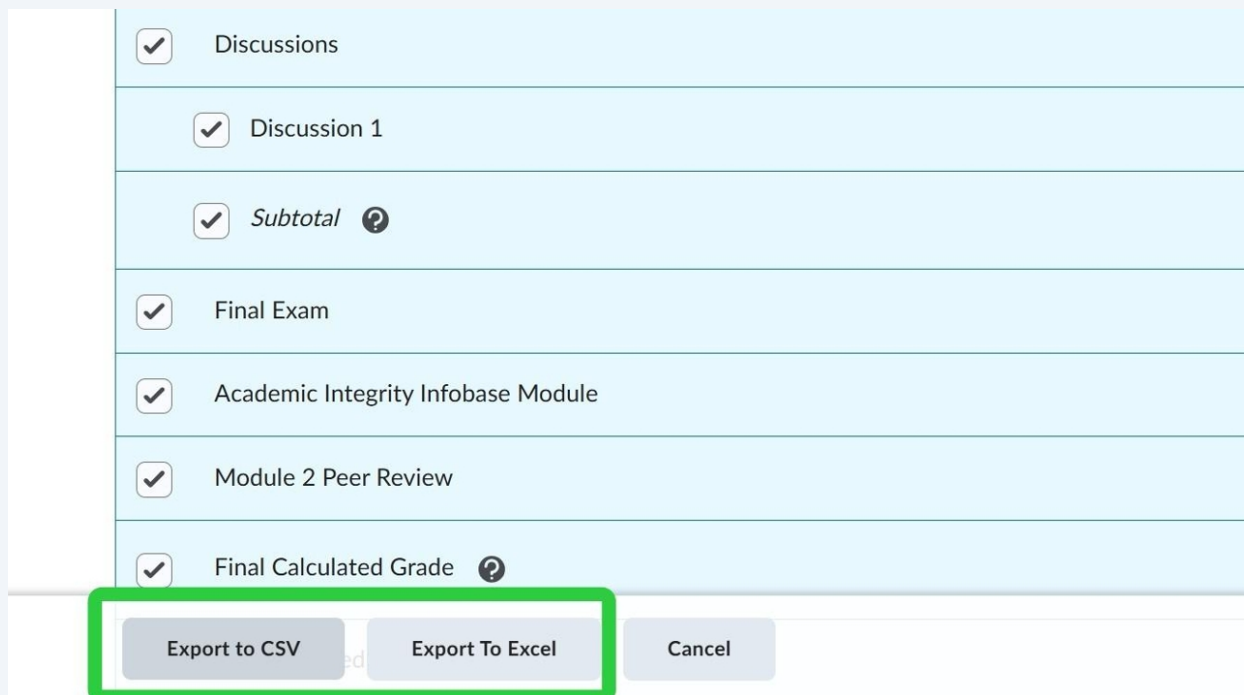
☒	Grade Item	Type
☐	Quizzes	
☒	Module 1 Quiz	Numeric
☒	Module 1 Practice Quiz	Numeric
☒	Subtotal ?	
☐	Assignments	
☒	Assignment 1	Numeric
☒	Subtotal ?	
☐	Discussions	
☒	Discussion 1	Numeric

Export to CSV

Export To Excel

Cancel

- 12 At the bottom of your screen, click "Export to CSV" or "Export to Excel."

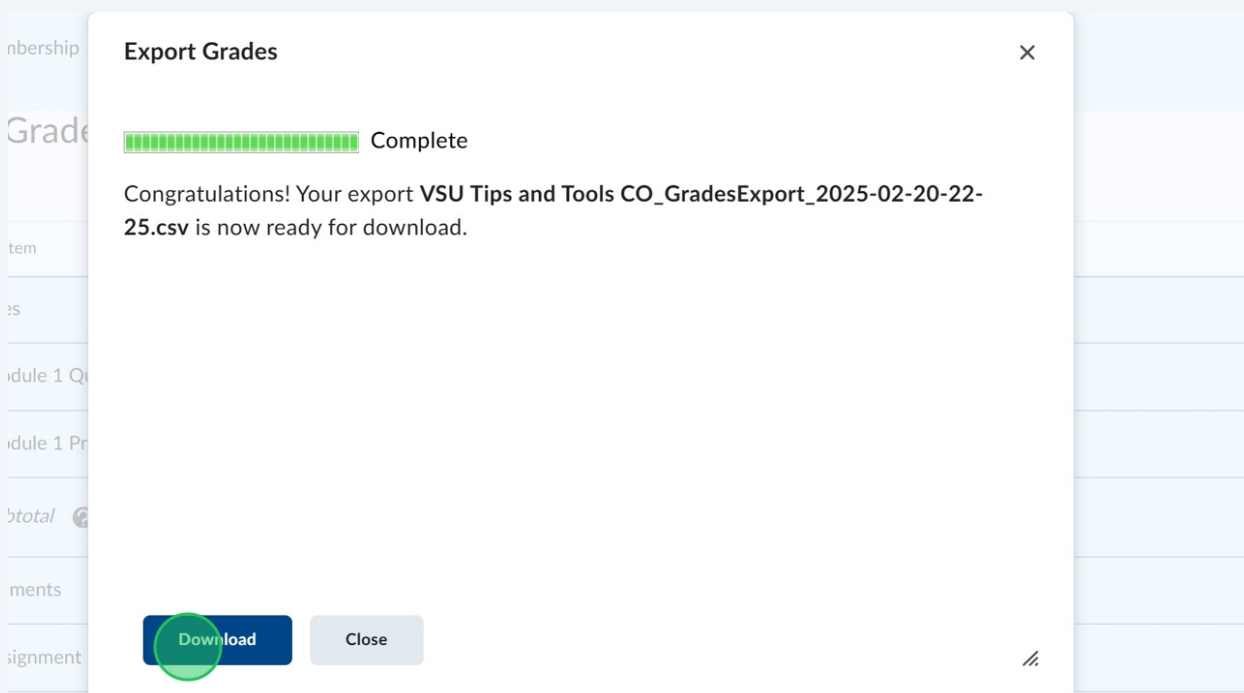


A screenshot of a table with seven rows. Each row has a checkmark in a small box on the left. The rows are labeled: Discussions, Discussion 1, Subtotal (with a question mark icon), Final Exam, Academic Integrity Infobase Module, Module 2 Peer Review, and Final Calculated Grade (with a question mark icon). Below the table, there are three buttons: "Export to CSV", "Export To Excel", and "Cancel". The "Export to CSV" and "Export To Excel" buttons are highlighted with a green rectangular border.

☒	Discussions
☒	Discussion 1
☒	Subtotal ?
☒	Final Exam
☒	Academic Integrity Infobase Module
☒	Module 2 Peer Review
☒	Final Calculated Grade ?

Export to CSV Export To Excel Cancel

- 13 When the file creation displays as Complete in the pop-up box, click "Download"



A screenshot of a pop-up box titled "Export Grades" with a close button (X) in the top right corner. Inside the box, there is a green progress bar that is fully filled, followed by the word "Complete". Below this, a message reads: "Congratulations! Your export VSU Tips and Tools CO_GradesExport_2025-02-20-22-25.csv is now ready for download." At the bottom of the box, there are two buttons: "Download" (highlighted with a green circle) and "Close".

Export Grades X

 Complete

Congratulations! Your export VSU Tips and Tools CO_GradesExport_2025-02-20-22-25.csv is now ready for download.

Download Close

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Click "Close" to return to your course.

Congratulations! Your export VSU Tips and Tools CO_GradesExport_2025-02-20-22-25.csv is now ready for download.

Download

Close

☒	Grade Item	
☒	Quizzes	
☒	Module 1 Q	
☒	Module 1 Pr	
☒	Subtotal ?	
☒	Assignments	
☒	Assignment	
☒	Subtotal ?	
☒	Discussions	
☒	Discussion 1	Numeric
☒	Subtotal ?	
☒	Final Exam	Numeric
☒	Academic Integrity Infobase Module	Numeric