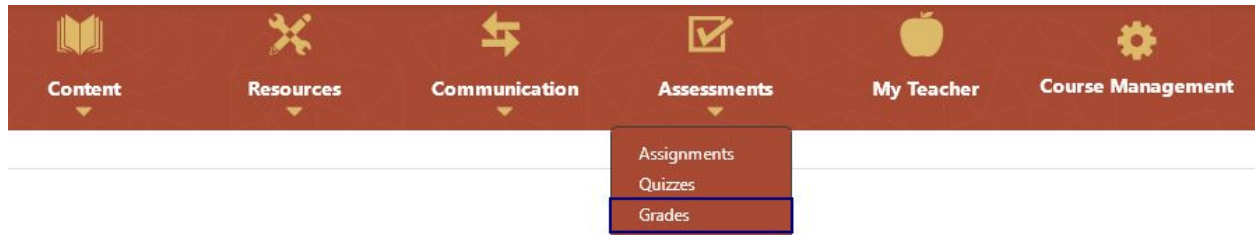
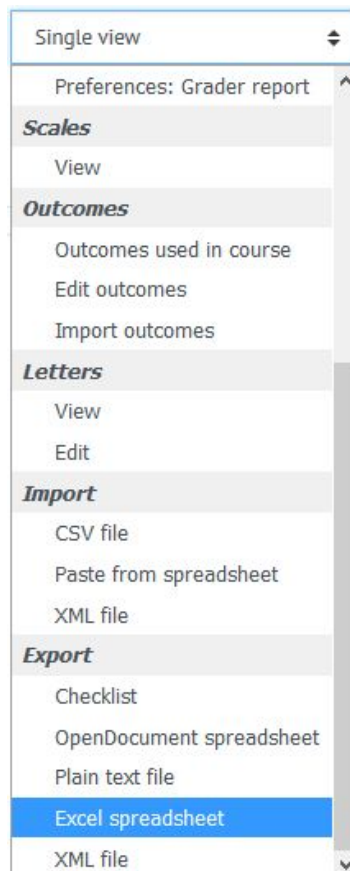


It is important for Teacher Support (TS) teachers to export their grades **before** August 15th of each year (when TS sections are closed).

Go to **Grades**, by selecting **Assessments > Grades** in the top navigation bar



Choose an export format from the gradebook dropdown menu by selecting the format you want from below the *Export* heading (Excel spreadsheet is most common)



Excel spreadsheet:

1. Select the *Grade items* to be included. All are selected by default and most often needed.
2. Select the **Export** format options as needed
3. Click the **Download** button.

For other export formats, see moodle.org.

Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca