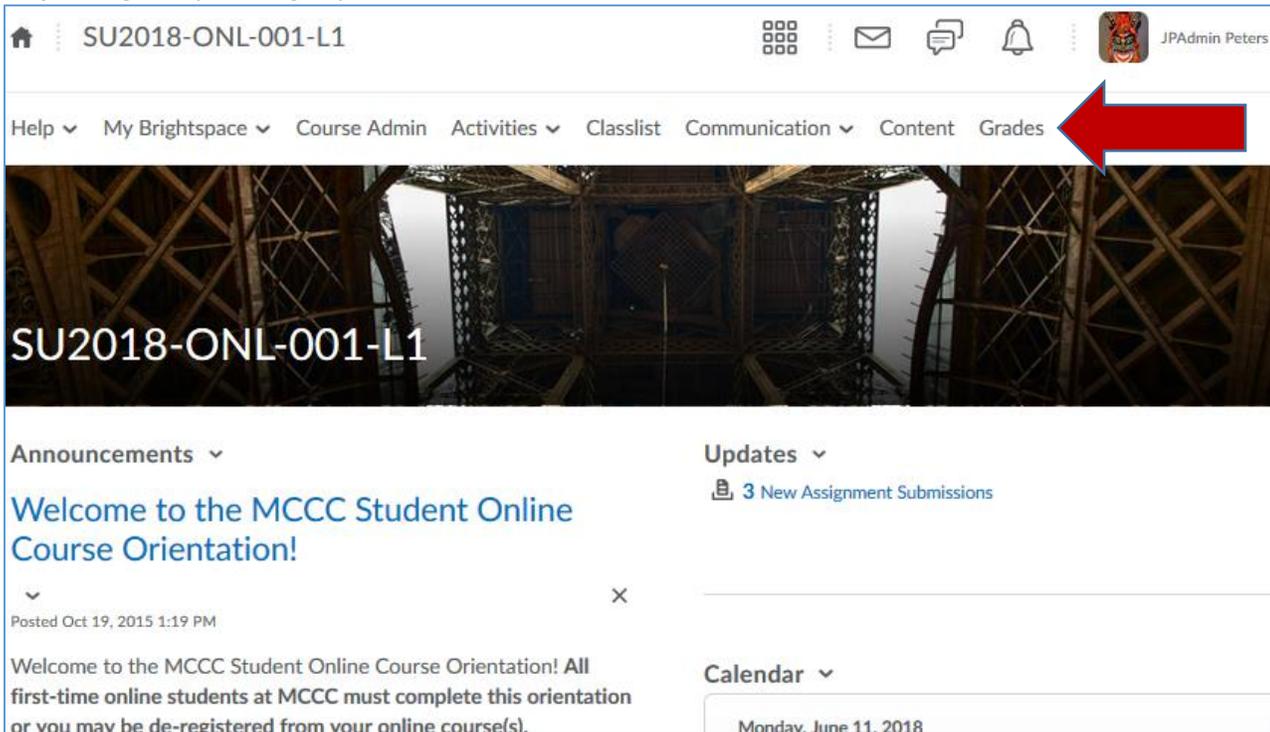


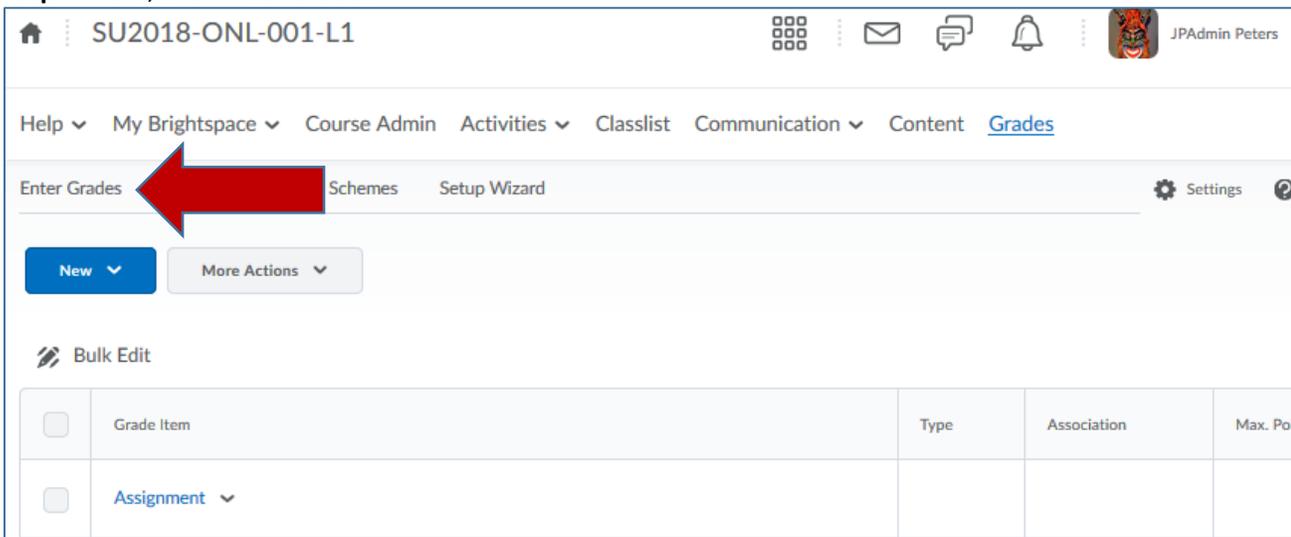
# Downloading Grades in Brightspace (Excel Format)

**Step 1:** Login to your Brightspace course and click Grades



The screenshot shows the top navigation bar of a Brightspace course page for SU2018-ONL-001-L1. The user is logged in as JAdmin Peters. The 'Grades' menu item is highlighted with a red arrow. Below the navigation bar, there is a banner image with the course ID 'SU2018-ONL-001-L1'. The main content area includes an 'Announcements' section with a welcome message for MCCC Student Online Course Orientation, an 'Updates' section showing 3 new assignment submissions, and a 'Calendar' section for Monday, June 11, 2018.

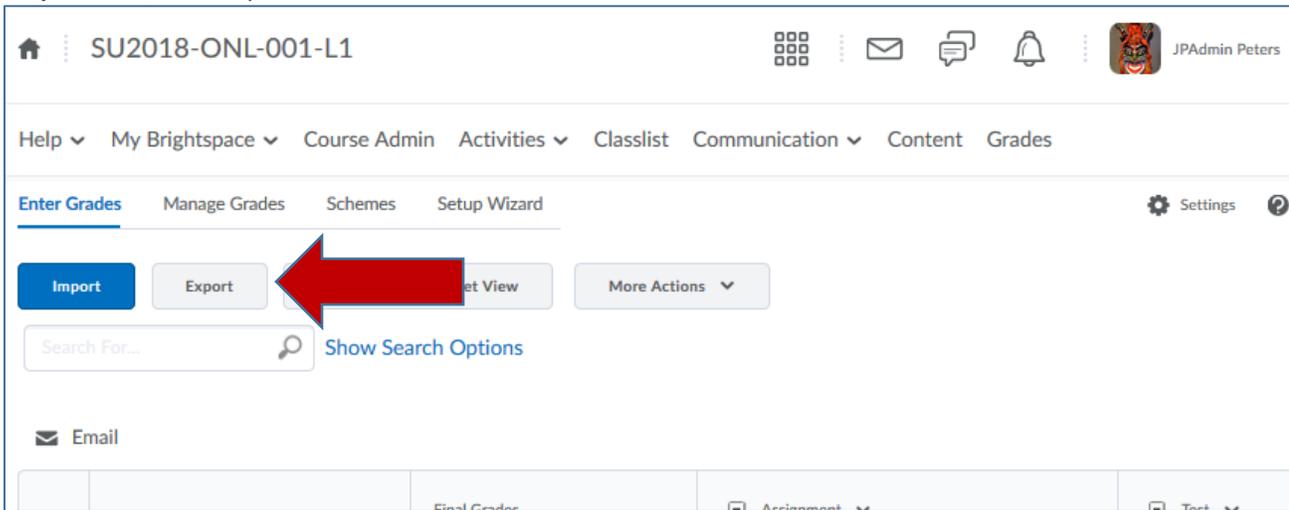
**Step 2:** Next, click Enter Grades.



The screenshot shows the 'Enter Grades' page in Brightspace. The 'Grades' menu item is highlighted in blue in the top navigation bar. A red arrow points to the 'Enter Grades' link in the sub-navigation bar. Below the navigation bar, there are buttons for 'New' and 'More Actions', and a 'Bulk Edit' section. A table is visible with columns for 'Grade Item', 'Type', 'Association', and 'Max. Poi'.

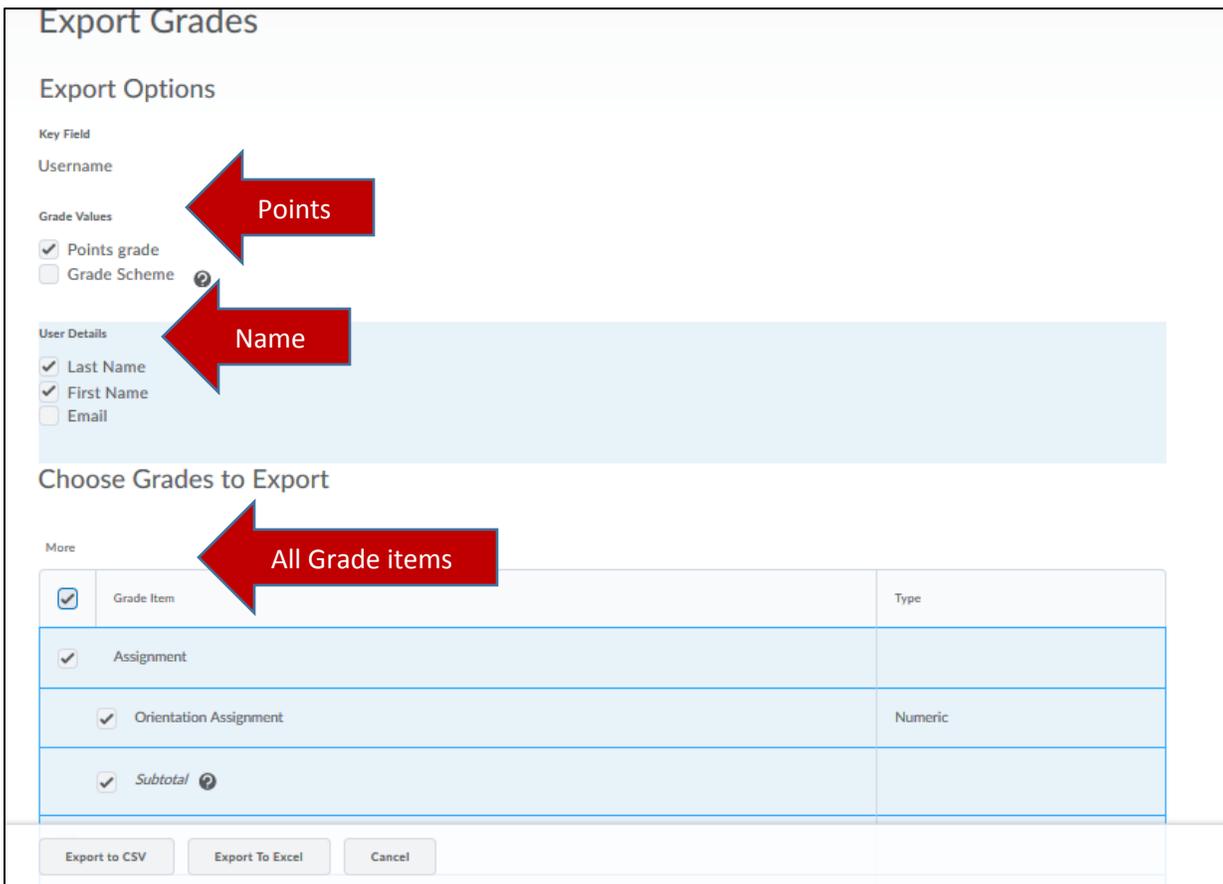
<input type="checkbox"/>	Grade Item	Type	Association	Max. Poi
<input type="checkbox"/>	Assignment			

**Step 3:** Next, click Export.



The screenshot shows the Brightspace interface for course SU2018-ONL-001-L1. The user is JPAdmin Peters. The navigation menu includes Help, My Brightspace, Course Admin, Activities, Classlist, Communication, Content, and Grades. The 'Enter Grades' tab is active, with sub-tabs for Enter Grades, Manage Grades, Schemes, and Setup Wizard. The 'Export' button is highlighted with a red arrow. Below the buttons is a search bar and an 'Email' button.

**Step 4:** Choose Grade Values: Points grade; User Details: Last Name, First Name; Choose Grades to Export: check box for all grade items.



The 'Export Grades' dialog box is shown with the following configuration options:

- Export Options**
  - Key Field: Username
  - Grade Values:
    - Points grade
    - Grade Scheme
  - User Details:
    - Last Name
    - First Name
    - Email
- Choose Grades to Export**
  - More:  All Grade items

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Assignment	
<input checked="" type="checkbox"/>	Orientation Assignment	Numeric
<input checked="" type="checkbox"/>	Subtotal	

Buttons at the bottom: Export to CSV, Export To Excel, Cancel

**Step 5:** Click Export to Excel.

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Assignment	
<input checked="" type="checkbox"/>	Orientation Assignment	Numeric
<input checked="" type="checkbox"/>	Subtotal	

Export to CSV    Export To Excel    **Export to Excel**

**Step 6:** Click Download to save your grades.

Export Grades

Export Options

Key Field

Username Complete

Congratulations! Your export Spring 2018 Online Student Orientation\_GradesExport\_2018-06-11-16-57.xlsx is now ready for download.

Grade Values

Points grade  
 Grade Scheme

User Details

Last Name  
 First Name  
 Email

Choose Grade

**Download**

**Step 7:** Click Save File, then OK

Export Grades

Export Options

Key Field

Username Complete

Congratulations! Your export Spring 2018 Online Student Orientation\_GradesExport\_2018-06-11-16-57.xlsx is now ready for download.

Grade Values

Points grade  
 Grade Scheme

User Details

Last Name  
 First Name  
 Email

Choose Grade

**Download**    Close

Opening Spring 2018 Online Student Orientation\_GradesEx...

You have chosen to open:

...line Student Orientation\_GradesExport\_2018-06-11-16-57.xlsx  
which is: Microsoft Excel Worksheet (5.3 KB)  
from: https://monroeccc.brightspace.com

What should Firefox do with this file?

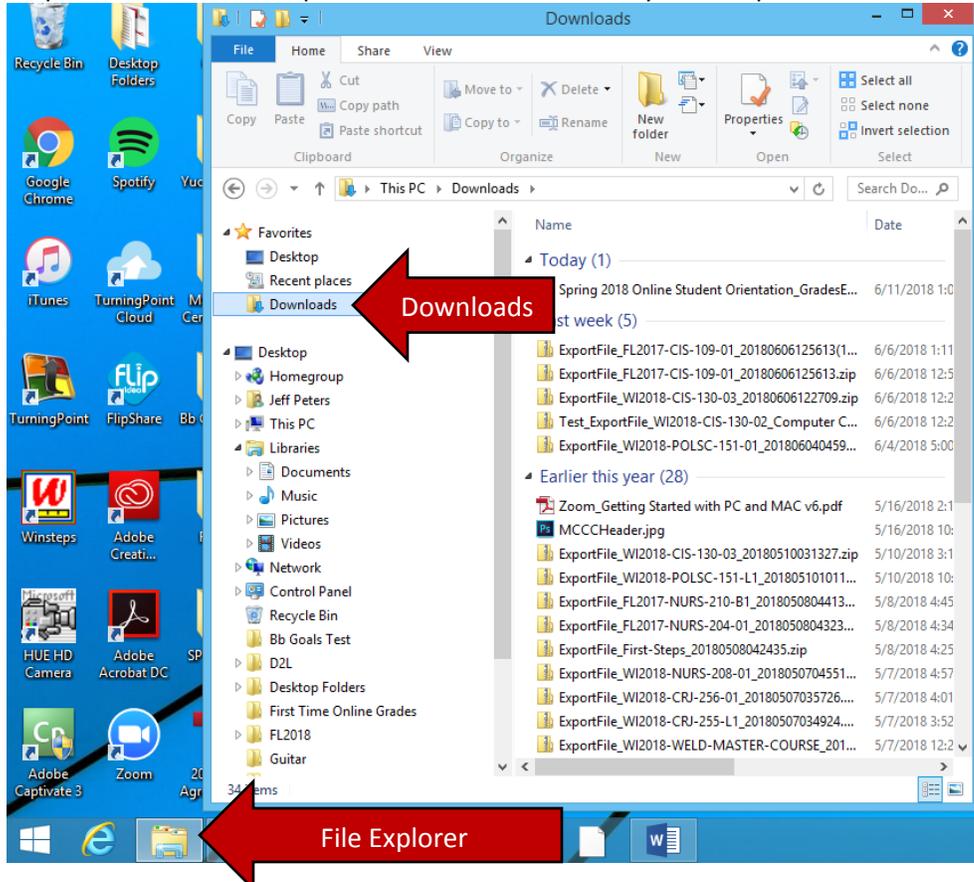
Open with Microsoft Excel (default)

**Save File**

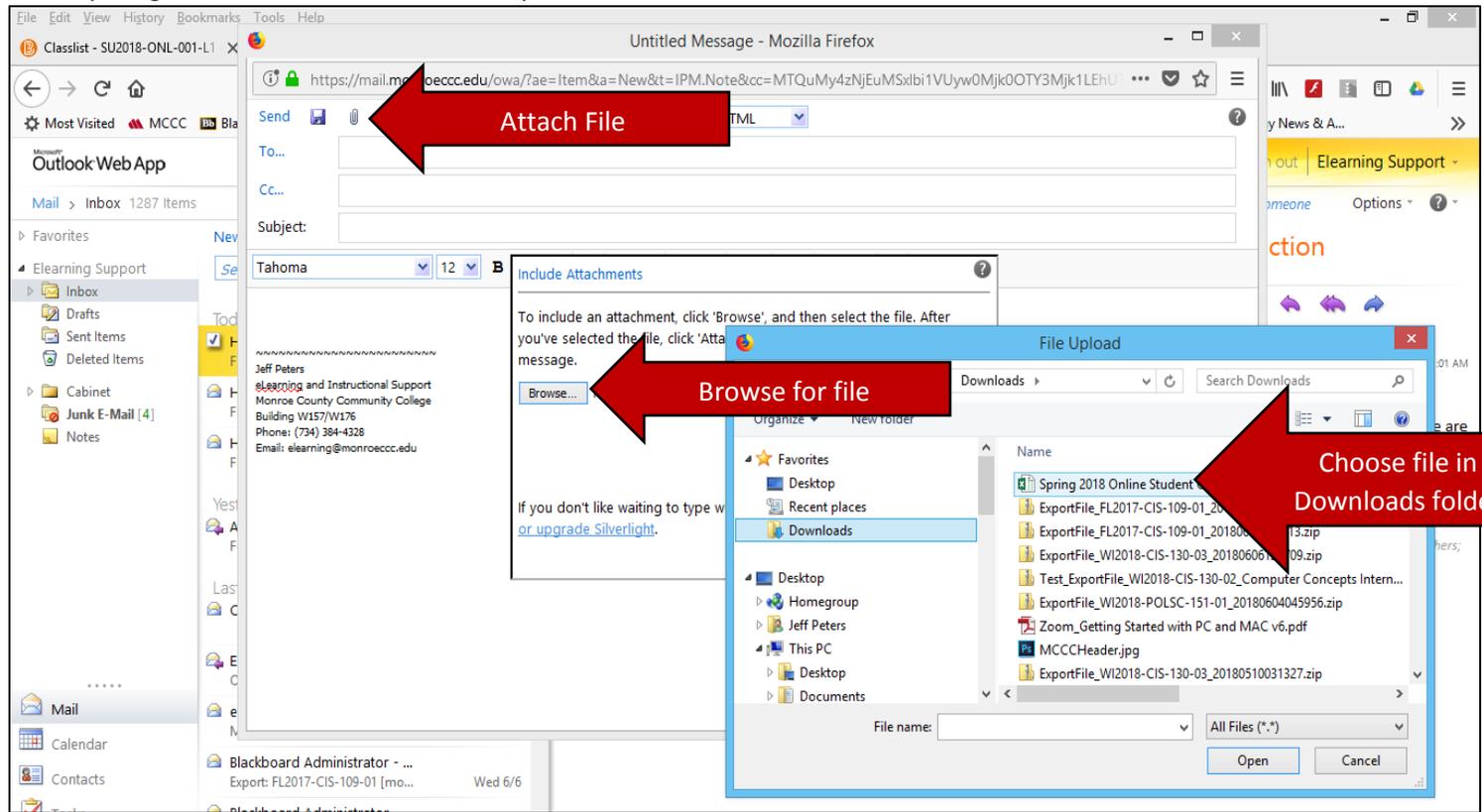
Do this automatically for files like this from now on.

**OK**

Step 8: Access the File Explorer: Downloads folder on your computer.



Step 9: Your grades Excel file should be in the Downloads folder on your computer. Now you can open your email and attach your grades Excel file and email it to your division's administrative assistant.



If you have any questions or need additional assistance, please contact Jeff Peters in e-Learning and Instructional Support at [jdpeters@monroeccc.edu](mailto:jdpeters@monroeccc.edu).