

Export Your Final Grades in Excel Format

Desire2Learn



Please make sure that you are logged in to D2L with the account where your instructor access is located.

1. Start by logging into D2L. From the D2L Homepage, click on the Grades Export tool link in the Desire2Learn Grades Export widget.

The screenshot shows a red header bar with the text "Desire2Learn Grades Export" and a downward arrow. Below the header, there is a white box containing the following text: "The Desire2Learn Grades Export Utility lets you export grades from your courses for submission into PeopleSoft. Before using it, please ensure that your gradebook is using a letter grade scheme. If you are unsure, there are instructions available on how to check if you have a letter grade scheme set up." Below this text are three blue links: "Preparing your Grades for Export to PeopleSoft", "Import Final Grades to PeopleSoft", and "Desire2Learn Grade Export Utility".

2. You will see a notification requesting for access. Click on the 'Continue' icon

Application Grades Export v1.1 by University of Calgary is trying to access your information. Would you like to proceed?

Do not ask me again for this application

Continue

3. You will be redirected to the Grades Export tool.
4. Select the course that you wish to export final grades for from the list available. The Export Window will only show the course name.

Select a course

Choose the course that you would like to export grade values for. The grade values must be letter grades to be accepted by PeopleSoft.

The screenshot shows a list of courses in a scrollable area. The courses listed are: "D2L Self-Directed Training & Tutorials", "BIOL 607 L03 - (Fall 2011) - Special Problems In Biology", "CMMB 507 L03 - (Winter 2012) - Special Problems In CmmB", "2011F BCEM401 = Biochem Lab Techniques I", "BCEM 555 L01 - (Fall 2011) - Biomembranes", "BCEM 731 L01 - (Fall 2011) - Current Topics In Bcem", "CHEM 321 L01 - (Fall 2011) - Environmental Chemistry", and "CMMB 637 L01 - (Fall 2011) - Advanced Topics in Molecular Microbiology". The "BCEM 555 L01 - (Fall 2011) - Biomembranes" course is highlighted.

5. A file will then be generated by the export tool. Verify that the download file name matches the course semester, name, and code you wish to retrieve.

Download grades

The chosen grade item will be downloaded as a file to your computer.

[Download F2011BCEM555L01 Final Grade.csv](#)

Click on the download link. The file will be downloaded your computer in the default location.