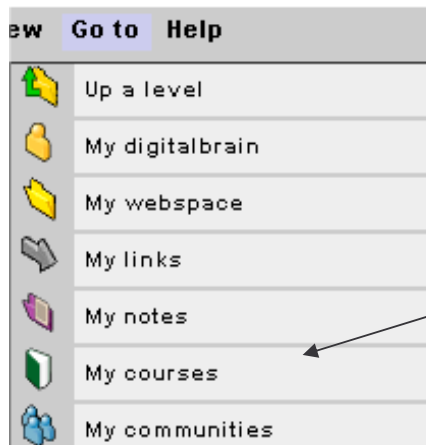



Export a Course Markbook

Export student results from a course markbook as a CSV file

This option is only available to teachers wishing to download their students' results from a course markbook. Students will not find this option available in their markbook view.

1. From your homepage, click on 'Courses' from the homepage toolbar under **Go to**.



2. This will list the courses you are a teacher on.
3. Select the course you want to export student results from by clicking on the course title.
4. Select 'Markbook'  from the toolbar on the right of the course homepage.

A screenshot of a course homepage titled 'History Course' with a 'log out' button in the top right. The main content area says 'Welcome to the Year 9 History Course' and features a knight icon. Below the icon is a table with four units: 'Unit 1 - Ancient Societies', 'Unit 2 - Medieval Period', 'Unit 3 - The Industrial Revolution', and 'Unit 4 - Independent Study'. At the bottom, it says 'Visit the BBC History Site'. On the left is a 'Calendar' widget showing 'Sat 1 Sep 2007' and '[00:00] The Civil Rights Movement'. On the right is a vertical toolbar with various icons. An arrow points to the 'Markbook' icon (a clipboard with a document) in the toolbar.

5. The markbook will be displayed as shown below. Click on the **export** button to begin exporting results.

Export a Course Markbook

History Course / Markbook log out

Course Home | Assignments | **Markbook** export

Course Marking Scheme	Available	Pass	
Over all assignments:	0..4	2	

Students	Progress	Course mark	Grade	Assgs
<input type="checkbox"/> screenshot.help	25%	1/4		1/4
<input type="checkbox"/> michellenewell	0%	0/4		0/4

Assignments	Available	Pass	Course
	0..100	50	= 1
Online Test	0..10	5	= 1
History Assignment 1	0..100	50	= 1
The Civil Rights Movement	0..100	50	= 1

- The results will be displayed in a CSV format as shown below.
- Click the **download** button to export results as a CSV file to your computer.

download **back** log out

USERNAME, USERMISID, FIRSTNAME, LASTNAME, ASSIGNMENT, SCORE, MAX, URL
 screenshot.help, , Demo, School, , 0, 1
 screenshot.help, , Demo, School, Online Test, 1, 1
 screenshot.help, , Demo, School, History Assignment 1, 0, 1
 screenshot.help, , Demo, School, The Civil Rights Movement, 0, 1,
 http://www.lgfl.net/help/accounts/screenshot/web/History%20Course/submit/screenshot.help/The
 Civil Rights Movement(52971)/Assignment 2 History.doc
 screenshot.help, , Demo, School, History Course(overall), 1, 4
 michellenewell, , M, Newell, , 0, 1
 michellenewell, , M, Newell, Online Test, 0, 1
 michellenewell, , M, Newell, History Assignment 1, 0, 1
 michellenewell, , M, Newell, The Civil Rights Movement, 0, 1
 michellenewell, , M, Newell, History Course(overall), 0, 4

download **back**

- A dialogue box will appear. Click on **Save** to save to your computer.
- Specify the location of the file on your computer and click **Save**. The file name will be formed by the name of the course unless you alter it while saving.
- You will be advised when the download is complete. Click **Open** to display the CSV file.
- The CSV file will open in the appropriate software (for example Excel). You will be able to view your students' marks offline.

Export a Course Markbook

History Course.csv								
	A	B	C	D	E	F	G	H
1	USERNAM	USERMIS	FIRSTNAM	LASTNAM	ASSIGNM	SCORE	MAX	URL
2	screensho		Demo	School		0	1	
3	screensho		Demo	School	Online Tes	1	1	
4	screensho		Demo	School	History As	0	1	
5	screensho		Demo	School	The Civil P	0	1	
6	screensho		Demo	School	History Co	1	4	
7	michellene		M	Newell		0	1	
8	michellene		M	Newell	Online Tes	0	1	
9	michellene		M	Newell	History As	0	1	
10	michellene		M	Newell	The Civil P	0	1	
11	michellene		M	Newell	History Co	0	4	