

INSTRUCTOR TRAINING & SUPPORT RESOURCES

GRADEBOOK: DOWNLOAD A CSV FILE



In the **Gradebook**, you can download a CSV file of your students' grades in order to transfer them to Excel, Google Sheets, your LMS Gradebook, or any other spreadsheet of your choosing.

First, navigate to your **Gradebook**. Then, choose the view you wish to download:

- Activity - download individual assignment grades
- Lesson - download only chapter/unit averages
- Custom - if you have custom groups, download the custom group averages

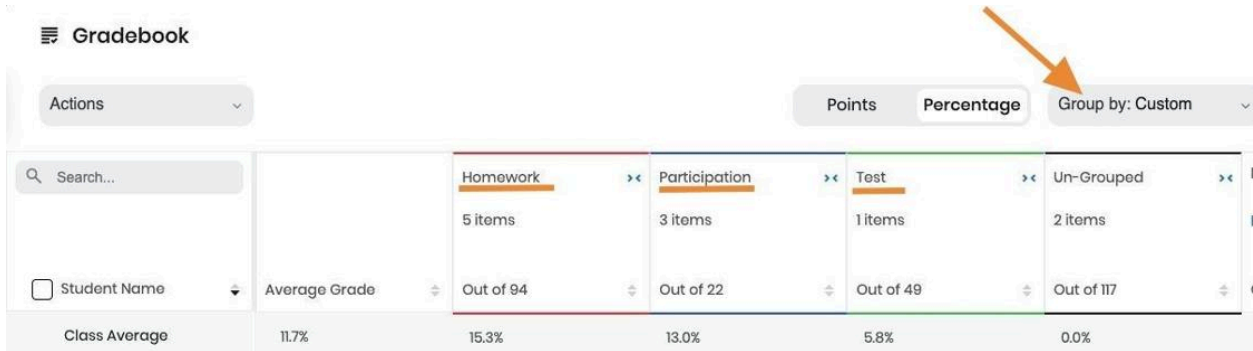
NOTE: You can also change the view to show **Points** or **Percentage** before downloading.

The screenshot shows the Lingro Learning Gradebook interface. The 'Group by' dropdown menu is open, showing options: Activity, Lesson, and Custom. The 'Points' and 'Percentage' buttons are also visible. The table below shows student grades for various activities.

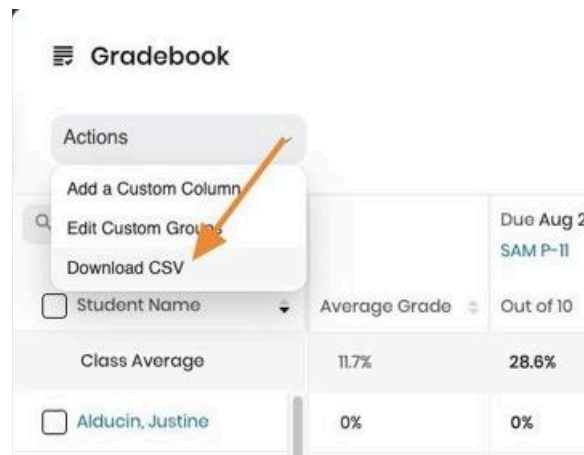
Student Name	Average Grade	Due Aug 21 SAM P-11	Due Sep 15 TXT 1-1	Due Sep 15 TXT 1-3	Due Sep 10 SAM 1-1	Due SAM	Out of 5
Class Average	11.7%	28.6%	0.0%	0.0%	14.3%	27.0%	11.4%
Alducin, Justine	0%	0%	0%	0%	0%	0%	0%
Garcia, Marife	0%	0%	0%	0%	0%	0%	0%
Miles-Polka, Hattie	0%	0%	0%	0%	0%	0%	0%
Porcupine, CJ	0%	0%	0%	0%	0%	0%	0%
Rouse, Rosco	0%	0%	0%	0%	0%	0%	0%
Student, Best	70.9%	100%	0%	0%	80%	100%	80%
Westdorp, Elliot	11.1%	100%	0%	0%	20%	88.9%	0%
Parker, Casey	5.8%	0%	0%	0%	0%	0%	100%

The screenshot shows the Lingro Learning Gradebook interface. The 'Group by' dropdown menu is open, showing options: Lesson and Custom. The 'Points' and 'Percentage' buttons are also visible. The table below shows student grades for various lessons.

Student Name	Average Grade	Capítulo Preliminar: ¡Con...	Capítulo 1: Modas que va...	Capítulo 10: Mañana es h...
Class Average	11.7%	28.6%	11.2%	0.0%



Once you have chosen your desired download view, click the **Actions** dropdown and choose **Download CSV**.



Then, you can open the CSV file in the spreadsheet of your choosing. This example is using Microsoft Excel. Each CSV file contains the following information:

- LingroHub Student ID #
- Student name
- Student email address
- Total grade in LingroHub (per student)
- Individual assignment or group score

	A	B	C	D	E	F	G	H	I	J	K	L
1	student id	student name	student email	Total Points	SAM P-11	TXT 1-1	TXT 1-3	SAM 1-1	SAM 1-2	SAM 1-3	SAM 1-4	SAM 1-5
2	max_score			282	10	4	8	5	9	5	5	70
3	5d823a2dcbr	Alducin, Justine	justinealduci	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
4	608855a1f5e	Garcia, Marit	marfelgarcia	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
5	6545231991f	Miles-Polka,	hattie@lingro	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
6	6479127c3fc	Porcupine, C	spanonthego	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
7	62a35e95e8	Rouse, Rosco	rosco@lingro	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
8	66b38babe1f	Student, Bes	casserole887	70.93%	100.00%	0.00%	0.00%	80.00%	100.00%	80.00%	100.00%	100.00%
9	6373a4d08af	Westdorp, El	eliot@lingro	11.05%	100.00%	0.00%	0.00%	20.00%	88.89%	0.00%	0.00%	0.00%
10												
11												
12												

This spreadsheet information can be used in a variety of useful ways. Some examples include:

- Creating a custom student attendance sheet
- Copying all students' email addresses to send out an entire class email
- Using Excel formulas to calculate grades
- Keep a physical record of grades
- Copy and paste grades into your LMS gradebook

If you download other Gradebook views, only the grades seen in those views will download. For example, **Group by: Lesson** then **Download CSV** will show only entire chapter/unit averages. In this example, the instructor has downloaded the chapter averages for Chapters Preliminary, 1, and 10.

	A	B	C	D	E	F	G
1	student id	student name	student email	Cap√ #tulo P	Cap√ #tulo 1	Cap√ #tulo 10	Max
2	max_score			10	165	7	
3	5d823a2dcb	Alducin, Justi	justinealduci	0.00%	0.00%	0.00%	
4	608855a1f5e	Garcia, Maril	marfelgarcia	0.00%	0.00%	0.00%	
5	6545231991	Miles-Polka,	hattie@lingro	0.00%	0.00%	0.00%	
6	6479127c3fc	Porcupine, C	spanonthego	0.00%	0.00%	0.00%	
7	62a35e95e8	Rouse, Rosco	rosco@lingro	0.00%	0.00%	0.00%	
8	66b38babe1	Student, Bes	casserole88	100.00%	72.26%	0.00%	
9	6373a4d08a	Westdorp, El	eliot@lingrol	100.00%	5.81%	0.00%	
10							

Or, **Group by: Custom** then **Download CSV** will show only average grades for each custom group you have created. In this example, the instructor has created custom groups titled Homework, Participation, and Test.

	A	B	C	D	E	F	G
1	student id	student name	student email	Homework	Participation	Test	Un-Grouped
2	max_score			94	22	49	117
3	5d823a2dcb	Alducin, Justi	justinealduci	0.00%	0.00%	0.00%	0.00%
4	608855a1f5e	Garcia, Maril	marfelgarcia	0.00%	0.00%	0.00%	0.00%
5	6545231991	Miles-Polka,	hattie@lingro	0.00%	0.00%	0.00%	0.00%
6	6479127c3fc	Porcupine, C	spanonthego	0.00%	0.00%	0.00%	0.00%
7	62a35e95e8	Rouse, Rosco	rosco@lingro	0.00%	0.00%	0.00%	0.00%
8	66b38babe1	Student, Bes	casserole88	97.87%	45.45%	40.82%	0.00%
9	6373a4d08a	Westdorp, El	eliot@lingrol	9.57%	45.45%	0.00%	0.00%
10							

NOTE: Any graded items not in a custom group will be averaged together in a group titled "Un-grouped".