Exporting a Classlist From D2L to a CSV File
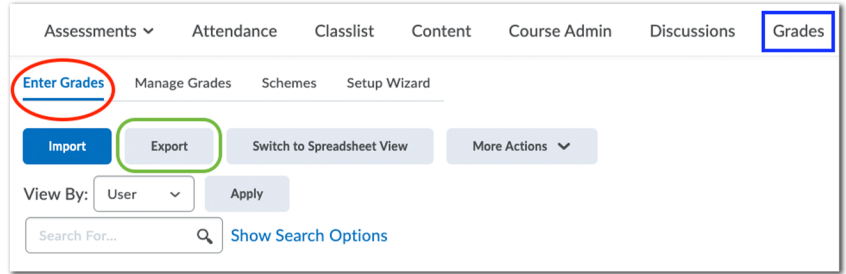
Under the Grades tab, select **Enter Grades**. From there, click on **Export**.

On the Export Grades page, under Key Field, select **Username**.
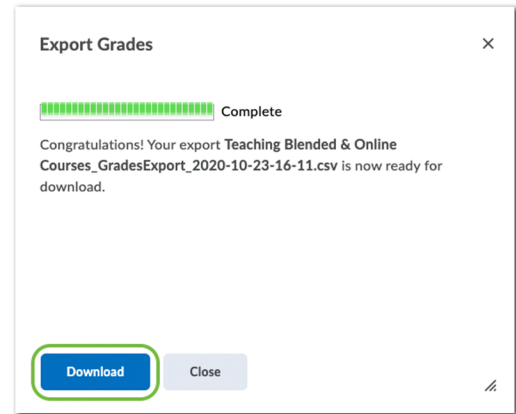
Make sure none of the options within the Grade Values are selected.

Then under User Details, check the **Last Name** and **First Name** boxes.

Once everything is completed, click the **Export to CSV** button at the bottom of the page.

When the file is ready, click **Download** and this will save the file to the computer.

The final product will require some manual manipulation.

Column D, with the header **End-of-Line Indicator**, would need to be removed.

Lastly, the **#** sign at the beginning of each username, would also need to be deleted.

When completed, the spreadsheet should look like this.

	A	B	C	D	E
1	Username	Last Name	First Name	End-of-Line Indicator	
2	#aabdulovicc	Abdulovic-Cu	Amy	#	
3	#aabreu	Abreu-Serrar	Amara	#	
4	#aabuzeid	Abuzeid	Adel	#	
5	#aameri	Ameri	Afshin	#	
6	#aara	Ara	Anjum	#	
7	#abaerellingt	Baer Ellingto	Aimee	#	
8	#abaldwin	Baldwin	Amy	#	
9	#abarefield	Barefield	Amanda	#	
10	#abehr	Behr	Amanda	#	
11	#aberman	Berman	Adam	#	
12	#ablanchard	Blanchard	Amy	#	
13	#abookout	Coleman	Mandy	#	
14	#abratton	Bratton	Angela	#	
15	#abrumfield	Brumfield	April	#	
16	#abruno	Bruno	Askiel	#	
17	#acaldwel	Caldwell	Alice	#	
18	#achaffin	Chaffin	Amanda	#	
19	#achao	Chao	Andrew	#	
20	#achristman	Christman	Ashley	#	
21	#acmorrow	Morrow	Achilia	#	

	A	B	C
1	Username	Last Name	First Name
2	aabduloviccu	Abdulovic-Cu	Amy
3	aabreu	Abreu-Serrar	Amara
4	aabuzeid	Abuzeid	Adel
5	aameri	Ameri	Afshin
6	aara	Ara	Anjum
7	abaerellingto	Baer Ellingto	Aimee
8	abaldwin	Baldwin	Amy
9	abarefield	Barefield	Amanda
10	abehr	Behr	Amanda
11	aberman	Berman	Adam
12	ablanchard	Blanchard	Amy
13	abookout	Coleman	Mandy
14	abratton	Bratton	Angela
15	abrumfield	Brumfield	April
16	abruno	Bruno	Askiel
17	acaldwel	Caldwell	Alice
18	achaffin	Chaffin	Amanda
19	achao	Chao	Andrew
20	achristman	Christman	Ashley
21	acmorrow	Morrow	Achilia