Exporting a Classlist From D2L to a CSV File

Under the Grades tab, select **Enter Grades**. From there, click on **Export**.



Export Grades	
Export Options Export Grade Items For	
All users V Apply	
Key Field Org Defined ID Username Both	
Sort By Default	
Grade Values Points grade Grade Sekeme	
User Details Image: Second system Image: Second system </td <td></td>	
Export to CSV Export To Excel Cancel	

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.

Export Grades		×
	Complete	
Congratulations! Your Courses_GradesExpo download.	export Teaching Blended & Online rt_2020-10-23-16-11.csv is now ready for	r
Download	Close	1.

The final product will require some manual manipulation.

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

the computer.

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	В	С
	1	Username	Last Name	First Name
	2	aabduloviccu	Abdulovic-Cu	Amy
	3	aabreu	Abreu-Serrar	Amara
4	4	aabuzeid	Abuzeid	Adel
	5	aameri	Ameri	Afshin
	6	aara	Ara	Anjum
	7	abaerellingto	Baer Ellingto	Aimee
1	8	abaldwin	Baldwin	Amy
	9	abarefield	Barefield	Amanda
1	.0	abehr	Behr	Amanda
1	.1	aberman	Berman	Adam
1	.2	ablanchard	Blanchard	Amy
1	.3	abookout	Coleman	Mandy
1	.4	abratton	Bratton	Angela
1	.5	abrumfield	Brumfield	April
1	.6	abruno	Bruno	Askiel
1	.7	acaldwel	Caldwell	Alice
1	.8	achaffin	Chaffin	Amanda
1	.9	achao	Chao	Andrew
2	20	achristman	Christman	Ashley
2	1	acmorrow	Morrow	Achilia

$\mathbf{\mathbf{x}}$	А	В	С	D	E
1	Username	Last Name	First Name	End-of-Line I	ndicator
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	#	