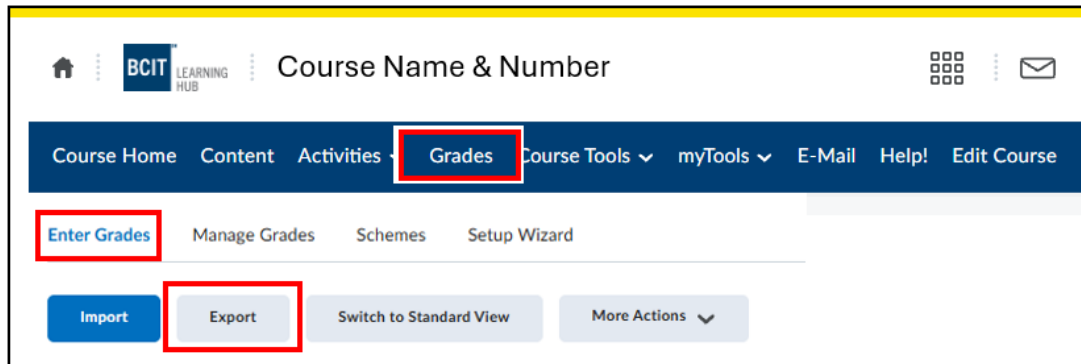


HOW TO EXPORT CLASSLIST by A0 Numbers

1. Go to your course and select **Grades > Enter Grades > Export**



2. Under **Export Options**, Select the following
 - a. **Key Field** = Org Defined ID
 - b. **Grade Values** = Grade Scheme
 - c. **User Details** = Last Name and First Name
 - d. **Choose Grades to Export** = Final Calculated Grade
 - e. Select **Export to CSV**

The 'Export Options' form is shown with the following selections highlighted by red boxes:

- Key Field:** ☒ Org Defined ID
- Grade Values:** ☒ Grade Scheme
- User Details:** ☒ Last Name and ☒ First Name

Other options visible include Username, Both, Sort By (Last Name, First Name, Username, Org Defined ID), Points grade, Weighted grade, Email, Section Membership, and Group Membership.



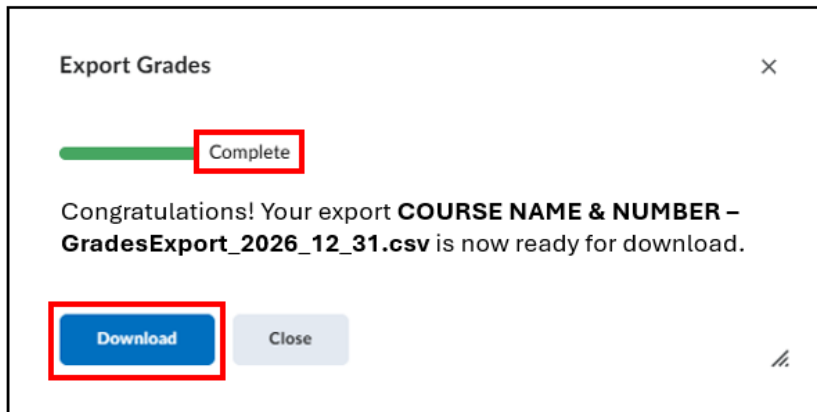
The 'Choose Grades to Export' form is shown with the following selection highlighted by a red box:

- ☒ Final Calculated Grade

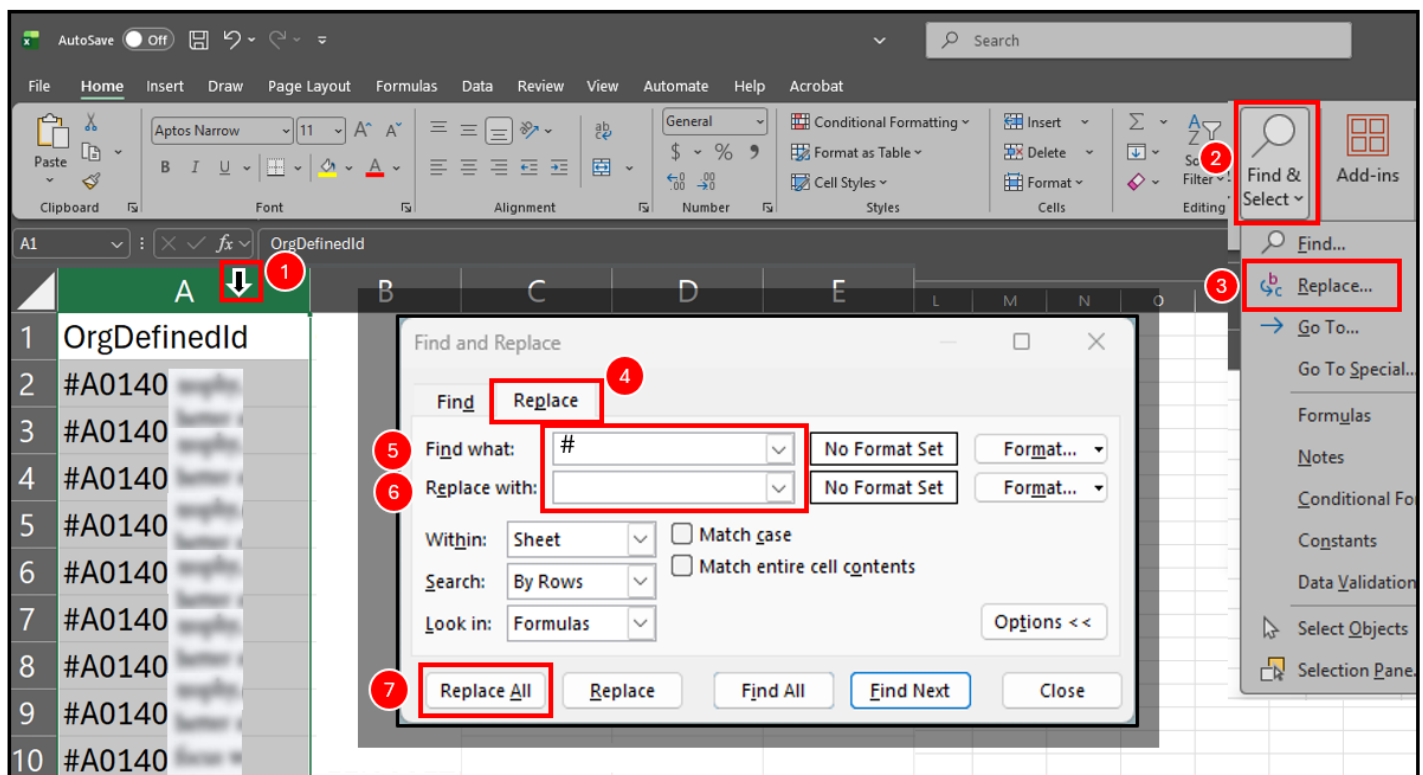
Other options visible include Grade Item, Quiz 1, Midterm, Final Exam, and Final Adjusted Grade. The 'Export to CSV' button is also highlighted with a red box.

HOW TO EXPORT CLASSLIST by A0 Numbers

- Wait for file to download > select **Download**.



- Open the downloaded file in **Excel**. **Select Column A** (this highlights the entire column). From the navigation bar, locate Editing > Find & Select > Replace or press **CTRL + H**. This opens the **Find & Replace** menu. From the Find and Replace menu, enter the following
 - Find what: = #
 - Replace with: = (leave blank)
 - Press **Replace All**



- Save** Excel file
- Done