



Backing Up Course Grades From Desire2Learn

1. Logon to oc.okstate.edu and enter your OKey credentials. This will load the original Desire2Learn site used by OSU for all courses prior to Fall 2016. Student grades that instructors wish to keep records for must be downloaded and backed up manually, as the original Desire2Learn site will be taken offline at the end of Summer 2018.
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2. Select the class with content you want to back up. Classes are listed under "My Courses" and must be backed up individually; there is no method for performing a mass backup of all your classes.

Use the 'Search for courses' field to search for a specific class.

My Courses ▼

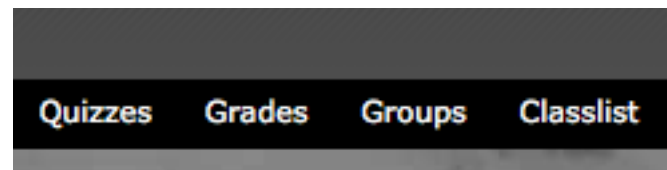
Role

All Roles ▼

Last 20 Accessed Courses

Search for courses 🔍

3. After the class loads, click "Grades" in the top menu bar.



4. Click "Enter Grades" in the top left corner of the screen. Then click the "Export" button to begin the process of downloading all student grades to a Microsoft Excel file.

Enter Grades **Manage Grades**

Import Export More Actions ▼

5. Choose the Fields, Grade Values, and User Details you want to save.

Export Options

Export Grade Items For

All users ▼ Apply

Key Field

Org Defined ID

Username

Both

Grade Values

Points grade

Weighted grade ⓘ

Grade Scheme ⓘ

User Details

Last Name

First Name

Email



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Student Engagement, Student Success
(405) 744-1000

6. Select the grade items you want to save. To download all grades instead of just individual grade items, click the checkbox at the top left of the list of grade items, which automatically selects every item in the list.

Choose Grades to Export

Grade Item	
<input checked="" type="checkbox"/>	Self-Introduction PowerPoint
<input checked="" type="checkbox"/>	Quizzes

7. Choose "Export to Excel" to save all the grade records in an Excel format.

8. After the export process finishes, a new window opens with a link. Click the link to save the Excel file to your computer.

Your file is ready to download.

 [MSIS 4033-IS PROJ MGMT-SEC 001-SPRING 2016 RING...](#) (7.33 KB)