

moodle

Tutorial

Export of a list of participants

OpenDocument spreadsheet ▾

Export to OpenDocument spreadsheet

Export

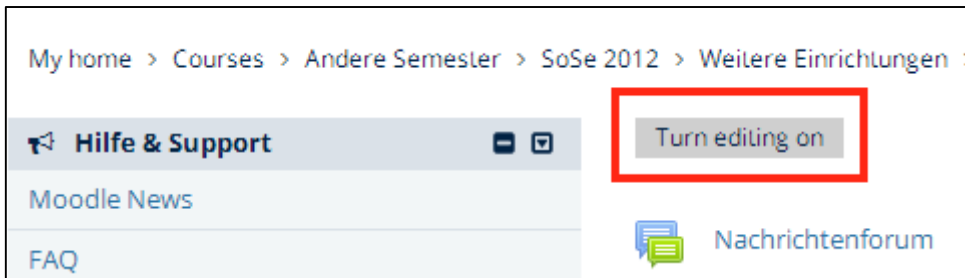
Preview rows

First name	Surname	matriculation-id	Institution	Email address	Quiz: Test-Test	Quiz: Ein Test mit LaTeX	Assignment: Test Gruppenaufgabe	Quiz: Ideale Gase	Assignment: Aufgabe 1	Assignment: Aufgabe 2	Assignment: Aufgabe 3	Assig Haus
Albert	Aalmann			albert.aalmann@tum.de	50.00	-	-	-	-	10.00	-	-
Anna	Aart			anna.aart@tum.de	-	-	-	-	-	10.00	-	-
Anton	Aartig			anton.aartig@tum.de	-	-	-	-	50.00	10.00	20.00	-

Author of the documentation:
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As of: 05/2014

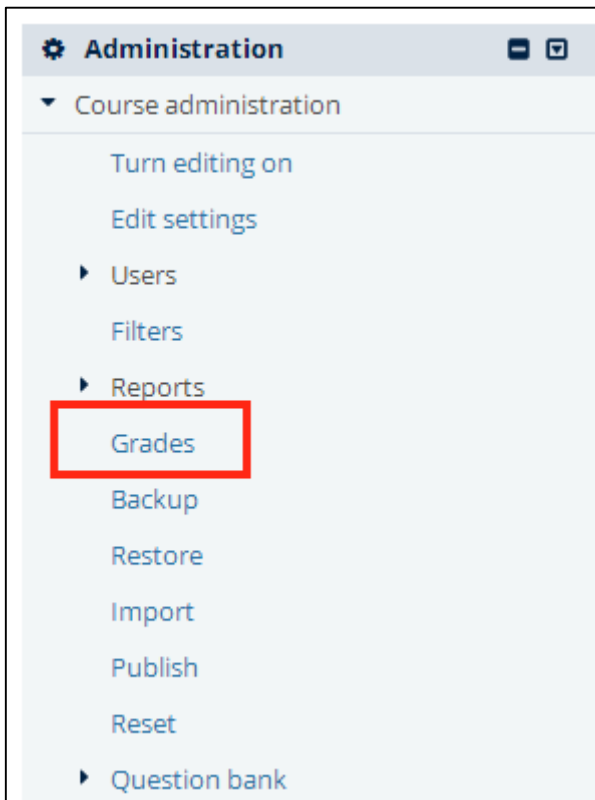
1 Turn Editing On

Click the **“Turn Editing On”** button in the **“Course Administration”** block or at the top left of the course homepage.



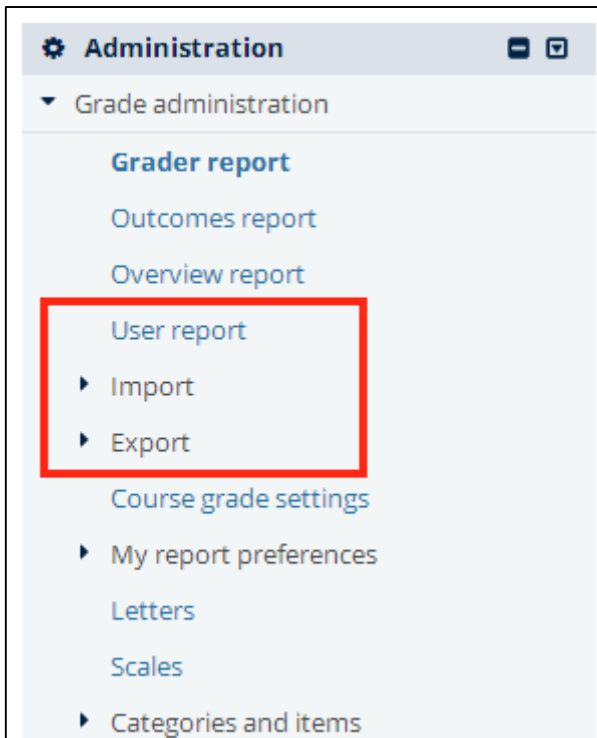
2 Grades

Choose the option **“Grades”** in the **“Course Administration”** block.

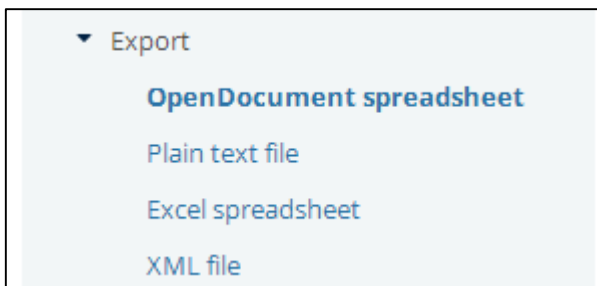


3 User Report

In the “**Grade administration**” block, “**User reports**” can be imported or exported in different formats (Import: CSV, XML; Export: OpenDocument, Text file, Excel, XML).



To export a list of participants, choose the option “**Export**” and your favored format.



In the following page, additional settings can be chosen. Afterwards, click “**Submit**”.

OpenDocument spreadsheet ▾

Export to OpenDocument spreadsheet

▼ **Options**

Include feedback in export

Exclude suspended users

Preview rows 10 ▾

Grade export display type Real ▾

Grade export decimal points 2 ▾

▼ **Grade items to be included**

Test-Test

Ein Test mit LaTeX

Test Gruppenaufgabe

Ideale Gase

Aufgabe 1

Aufgabe 2

Aufgabe 3

Hausaufgabe

Course total

[Select all/none](#)

Submit

Now, you can see the data that will be exported. Click **“Download”** to save the file on your computer.

OpenDocument spreadsheet ▾

Export to OpenDocument spreadsheet

Export

[Download](#)

Preview rows

First name	Surname	matriculation-id	Institution	Email address	Quiz: Test-Test	Quiz: Ein Test mit LaTeX	Assignment: Test Gruppenaufgabe	Quiz: Ideale Gase	Assignment: Aufgabe 1	Assignment: Aufgabe 2	Assignment: Aufgabe 3	Assig Haus
Albert	Aalmann			albert.aalmann@tum.de	50.00	-	-	-	-	10.00	-	-
Anna	Aart			anna.aart@tum.de	-	-	-	-	-	10.00	-	-
Anton	Aartig			anton.aartig@tum.de	-	-	-	-	50.00	10.00	20.00	-