



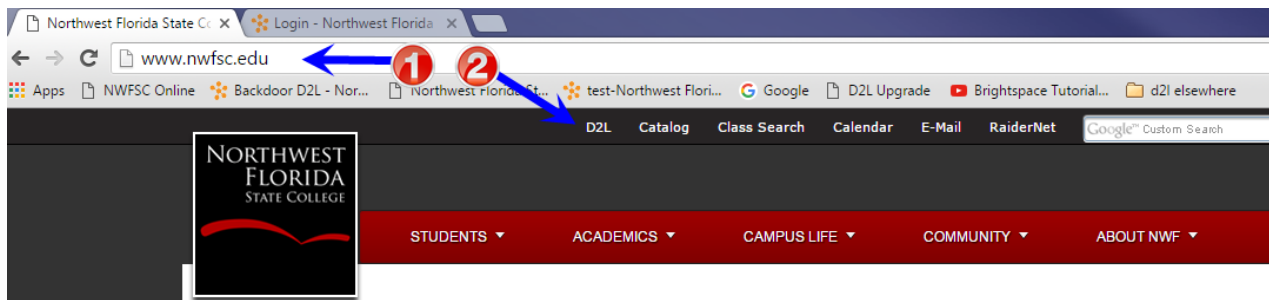
Desire2Learn (D2L) Safeguarding Data – Export D2L Grades

Instructions – Export D2L Grades - Quick and Easy:

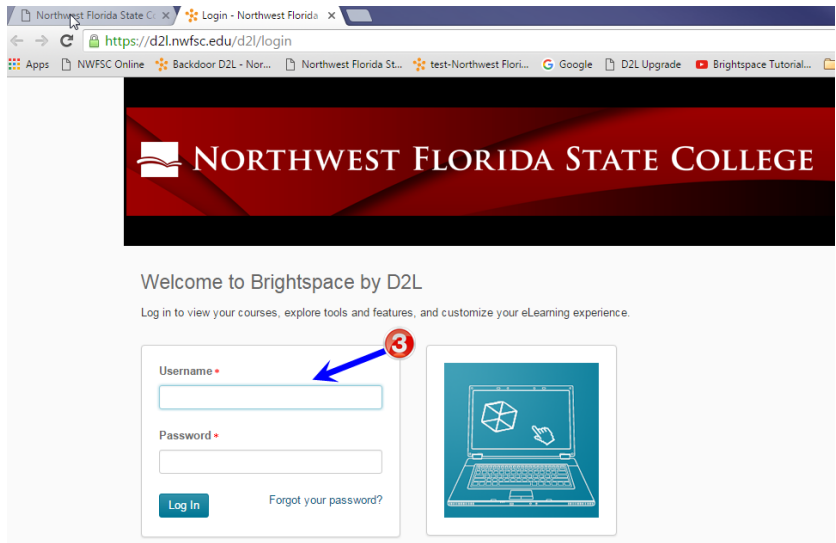
1. Launch a preferred web browser [e.g., Google Chrome, Mozilla Firefox, Microsoft Internet Explorer (IE) or Safari] and enter the **NWFSC web address** of <http://www.nwfsc.edu> (or bookmark <https://d2l.nwfsc.edu>).
2. Click the **D2L** link.
3. Log in using your **Raidernet/E-mail** credentials (omit the @nwfsc.edu in the username).
4. **Click on the D2L course name** to access the D2L course shell (virtual classroom). Use either the **Select a course...** option on the minibar or the **Courses Widget** below the navbar to find the course.
5. Click **Edit Course**.
6. Click **Grades**.
7. Click **Enter Grades**.
8. Click **Export**.
9. **Choose options** such as Both Key Fields and **check the box above Grade Item** to be sure to include all grades. **Click Export To Excel** (or CSV).
10. **Right Click on the file** that is ready to download and choose **Save Link As...**
11. **Select a location** on your computer to save the file. It will be an ".xlsx" file if **Export to Excel** is chosen and ".csv" if **Export to CSV** is chosen. (Adjust the name to be more meaningful.)

Instructions with Images for Detailed Assistance:

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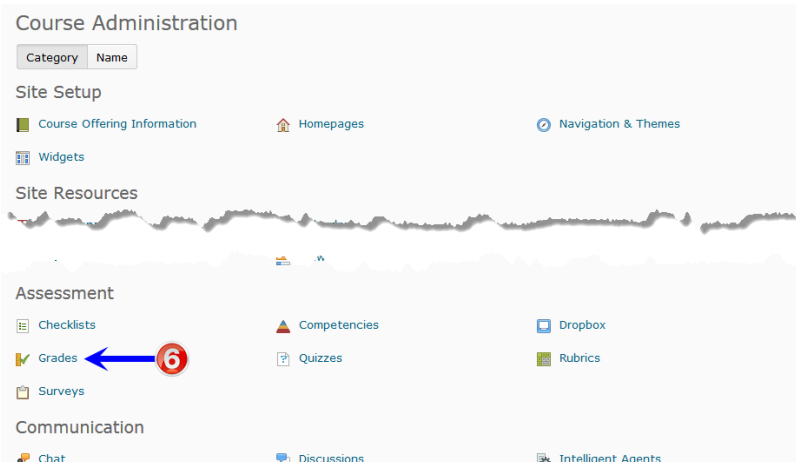
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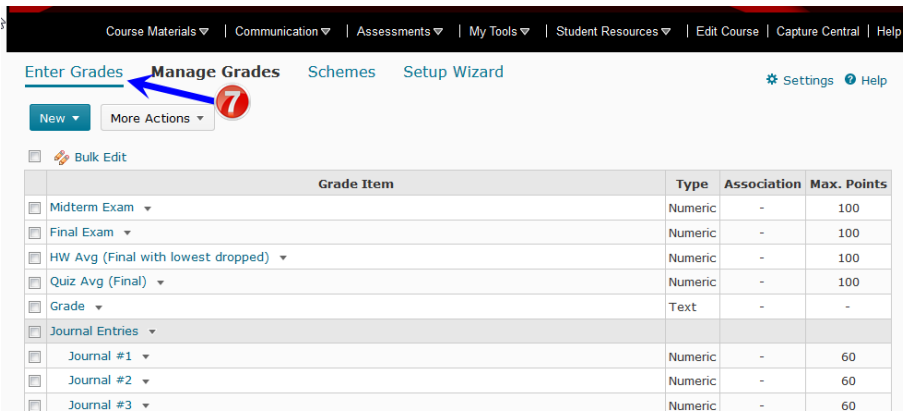
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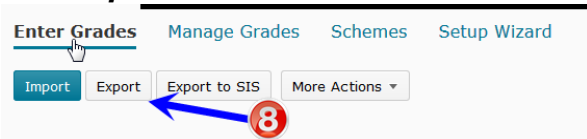
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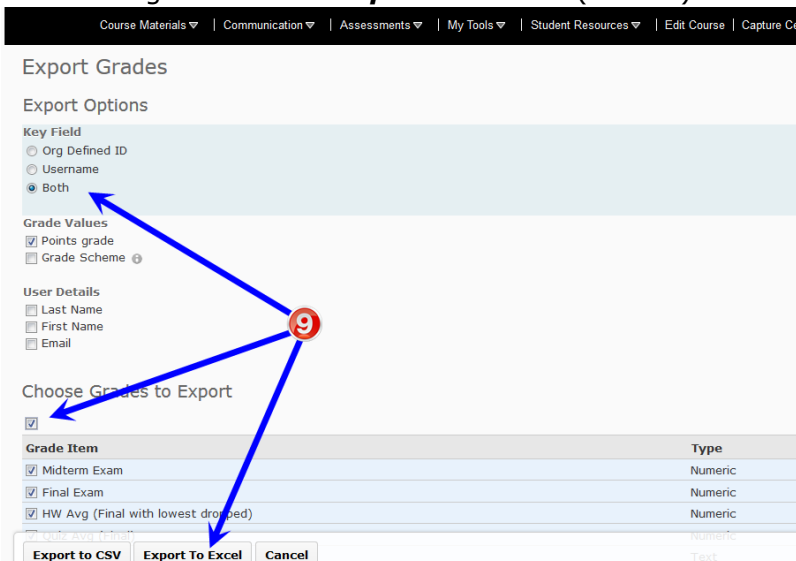
7. Click **Enter Grades**.



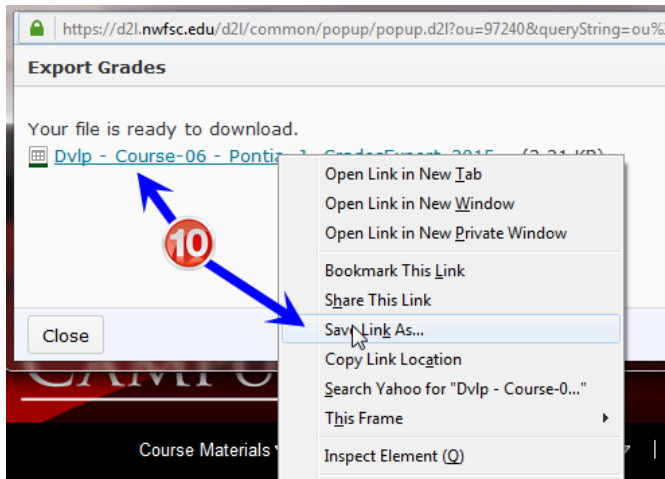
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