Archiving Student Data from your D2L Brightspace Course Shell

FERPA Statement: Student submitted work (assignments/discussion posts/etc.) is FERPA-protected data. If you elect to download and retain any of your students' work, it must be secured appropriately, and files must be destroyed when no longer needed. You could be held responsible should an unauthorized data release occur.

Note: Student data cannot be imported back into D2L Brightspace and will not be migrated to PennWest.

Export Grades

1. Go the **Grades** tool in your course shell.
2. Click **Enter Grades** underneath the navigation bar.
3. Click the **Export** button.
4. If you have an **Export Grade Items For** dropdown, choose **All Users** and click **Apply**.
5. The **Key Field** should be **Username**.
6. Select your desired options under **Grade Values.**
7. Under **User Details** check the **First Name, Last Name,** and **Email** checkboxes.
8. Under **Choose Grades to Export**, click the top checkbox next to **Grade Item** to select all.
9. Click either **Export to CSV** or the **Export to Excel** button.
10. An **Export Grades** screen will appear with a progress bar. When your file is ready, the bar will read **Complete**. Once this occurs, click the **Download** button to save the file.

Export Assignments from your Submission Folders

1. Go to the **Assignments** tool in your course shell.
2. Click on the **Submission Folder** you wish to download from.
3. At the bottom of the screen, change the **Per Page** dropdown to **200** to ensure that all submissions display on one page.
4. Scroll up to the top of your list of students. Click the top checkbox to select all students.
5. Click the **Download** link above the list of students.
6. A **Downloading Files** window will pop-up. When the window prompts you that your file is ready to download, click the **Download** button to save the .zip file to your computer.
7. You will need to unzip the file on your computer to see the downloaded submission(s).

Export Quiz Attempts

1. Go the **Quizzes** tool in your course shell.
2. Locate the **Quiz** you wish to download from and click the dropdown arrow next to the quiz's name.
3. Choose **Grade** from the menu.
4. Scroll down to the bottom and change the **Per Page** dropdown to **200** to place all students on a page.
5. Scroll back up to the top of your list of students and click the top checkbox to select all students.
6. Above your list of students, click either the **Export to CSV** or the **Export to Excel** button.
7. A window will pop-up to produce your file and it will automatically download to your computer when the window disappears.

Print Discussions

1. Go to the **Discussions** tool in your course shell
2. Click **Settings** in the upper right, underneath the navigation bar.
3. Under **Default View**, change from **Reading View** to **Grid View**.
4. Click **Save**.
5. Click on the **Discussion Topic** you wish to print.
6. Scroll down to the bottom and change the **Per Page** to **200**.
7. Above all the posts, click the top checkbox to select all posts.
8. Click the **Print** link that is above all the posts.
9. A window will pop-up. Click the **Print** button to physically print the posts or save a PDF.
10. Repeat if you have multiple pages even after changing the per page to 200.

Generate a Survey Report

1. Go to the **Survey** tool in your course shell.
2. Click the survey you wish to report from.
3. Click the **Reports Setup** tab.
4. Click the **Add Report** button.
5. Give the report a name in the textbox.
6. Choose either **Summary Report** or **Individual Attempts**.
7. Leave the **Release** set to **immediately**.
8. Under **Release Report To**, click the checkbox next to the same role that you are enrolled in the course as. If you are unsure, check the **Classlist** to see your role.
9. Click the **Save** button.
10. Click the **Save and Close** button.
11. You will now be back to your list of surveys. Click the dropdown arrow next to the Survey you created the report for and choose **Reports**.
12. Click the name of the report you previously setup.
13. Click either the **Generate CSV** or **Generate Excel** button.
14. A window will pop-up and generate the file. The file will automatically download to your computer when the window disappears.