

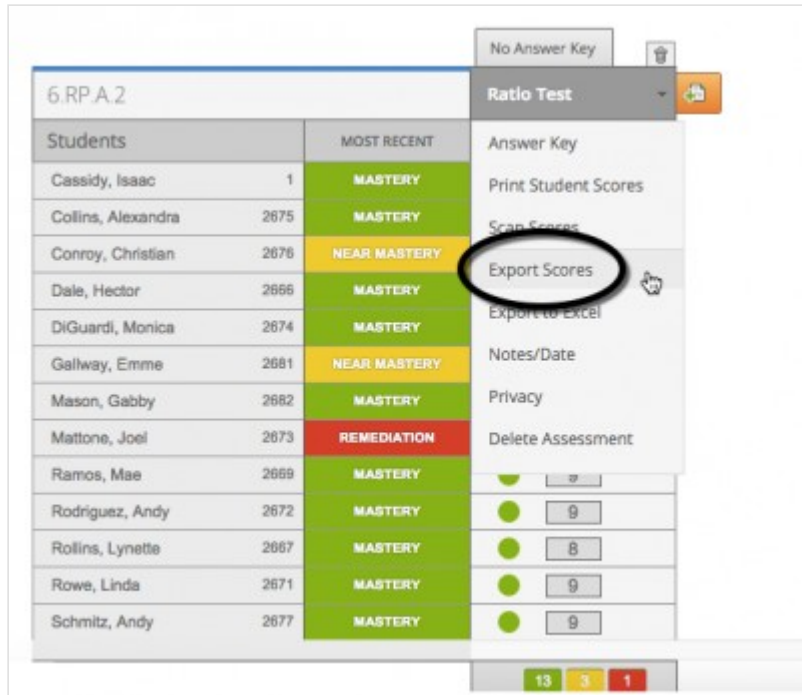
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# Export Scores to a Gradebook

Step-by-step

## How to Export Scores to a Gradebook

1. Click on **Trackers**, then select your tracker.
2. Click on the standard title to see the assessment scores.
3. For a single standard assessment, hover over the assessment title and select **Export Scores**.



The screenshot displays a table of student scores for the assessment '6.RP.A.2'. The table has columns for 'Students', 'MOST RECENT', and 'MASTERY'. A context menu is open over the table, listing various actions. The 'Export Scores' option is circled in red, and a mouse cursor is hovering over it. The table shows 13 students with scores ranging from 1 to 9. The 'MASTERY' column indicates performance levels: MASTERY (green), NEAR MASTERY (yellow), and REMEDIATION (red). A summary bar at the bottom of the table shows 13 MASTERY, 3 NEAR MASTERY, and 1 REMEDIATION.

Students	MOST RECENT	MASTERY
Cassidy, Isaac	1	MASTERY
Collins, Alexandra	2675	MASTERY
Conroy, Christian	2676	NEAR MASTERY
Dale, Hector	2666	MASTERY
DiGuardi, Monica	2674	MASTERY
Gallway, Emme	2681	NEAR MASTERY
Mason, Gabby	2682	MASTERY
Mattone, Joel	2673	REMIATION
Ramos, Mae	2669	MASTERY
Rodriguez, Andy	2672	MASTERY
Rollins, Lynette	2667	MASTERY
Rowe, Linda	2671	MASTERY
Schmitz, Andy	2677	MASTERY

Summary: 13 MASTERY, 3 NEAR MASTERY, 1 REMEDIATION

For a multi-standard assessment, click on the title of the assessment, then hover over the orange menu button and select **Export Scores**. You can also export scores for each standard. Hover over each standard title and select **Export Scores**.

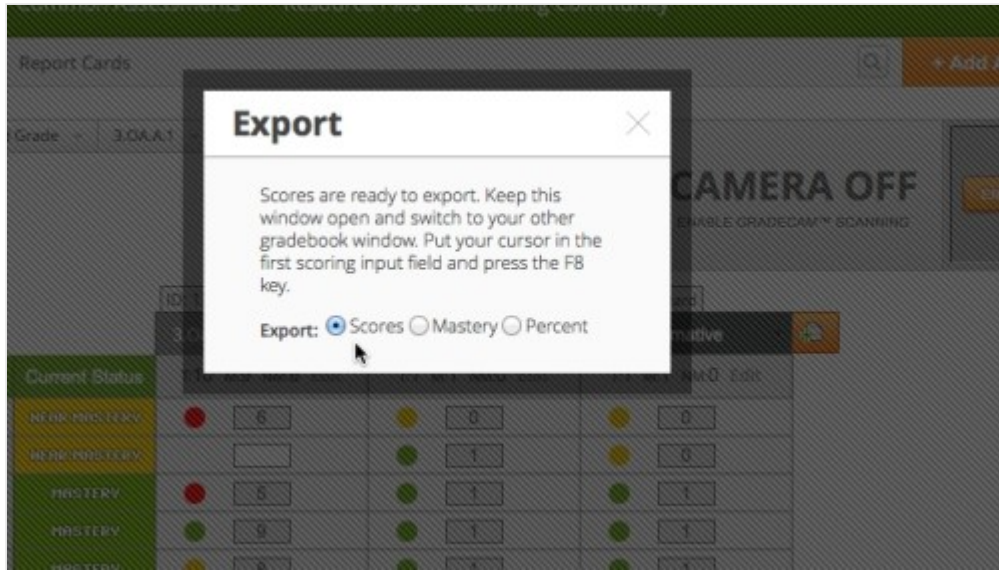
Tracker List | Period 2: 6th Grade Math | Number Sense Unit Assessi

Answer Key  
Item Analysis  
Print Student Scores  
**Export Scores**  
Export Percentages  
Export to Excel  
Notes/Date  
Privacy  
View Assessment  
Delete Assessment

Number Sense Unit Assessment			6.NS.B.4		6.NS.C.7		6.NS.C.6	
Students	TOTAL SCORE		T:3 M:3 NM:2		T:2 M:2 NM:1		T:2 M:2 NM:1	
Cassidy, Isaac	1	19/20 95%	● 3		● 2		● 2	
Collins, Alexandra	2675	19/20 95%	● 3	● 3	● 2		● 2	
Conroy, Christian	2676	19/20 95%	● 3	● 3	● 2		● 2	
Dale, Hector	2666	19/20 95%	● 3	● 3	● 2		● 2	
DiGuardi, Monica	2674	19/20 95%	● 3	● 3	● 2		● 2	
Gallway, Emme	2681	19/20 95%	● 3	● 3	● 2		● 2	
Mason, Gabby	2682	18/20 90%	● 3	● 3	● 2		● 2	
Mattone, Joel	2673	9/20 45%	● 0	● 2	● 1		● 2	
Ramos, Mae	2669	18/20 90%	● 3	● 3	● 2		● 2	
Rodriguez, Andy	2672	19/20 95%	● 3	● 3	● 2		● 2	
Rollins, Lynette	2667	18/20 90%	● 3	● 3	● 2		● 2	
Rowe, Linda	2671	19/20 95%	● 3	● 3	● 2		● 2	
<b>TOTALS</b>			15 1 1	15 2 0	15 2 0		17 0 0	

- Make sure your students are listed in the same order as your gradebook, whether that is by name or student ID number. If you have the option, click to export **Scores**, **Mastery**, or **Percent**. If no option is given, scores will be exported.
- Follow the instructions given on the screen. Place your cursor in the first scoring field of your gradebook, and press the **F8** key on your keyboard. If you're using a Mac, you'll need to hold down both the **fn** and **F8** keys.

*Note: Open your gradebook in an additional browser window, instead of another tab, for better results.*



Was this article helpful?      Yes       No

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