

How to export a list of students who are placed in a group

Moodle Help & Support

This refers to Moodle 3.6 from July 2019 onward

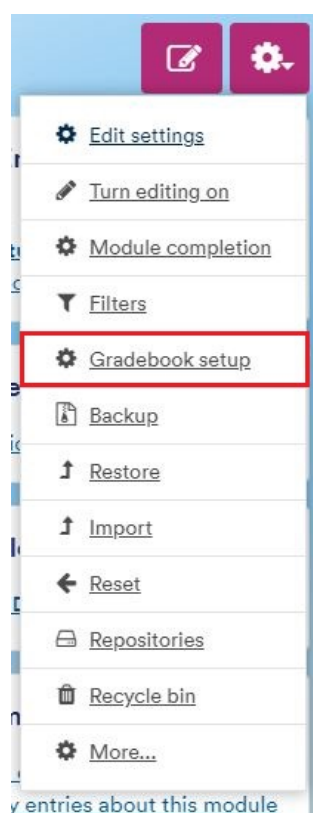
How to export a list of students who are placed in a group

At times you may wish to download a list of people in the groups you have created on your module (for example, to create a register). Here's how to do this.

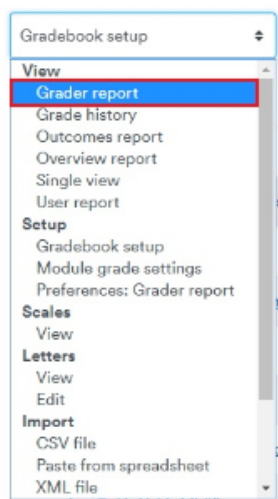
Procedure

Navigate to the relevant module.

Drop down the top-right cog wheel and select **Gradebook setup**.



On the next page, use the drop-down menu above **Gradebook Setup** to select **Grader Report**.



On the **Grader Report** page, use the drop-down menus to select a group, and choose an export format for the group information.

Grader report

Separate groups Group 03 ▾

Group 03:

First name All

Surname All A

- All participants
- My groups**
- Group 01**
- Group 02
- Group 03
- Other groups**
- Group 04

Grader report ▾

- Single view
- User report
- Setup**
- Gradebook setup
- Module grade settings
- Preferences: Grader report
- Scales**
- View
- Letters**
- View
- Edit
- Import**
- CSV file
- Paste from spreadsheet
- XML file
- Export**
- OpenDocument spreadsheet
- Plain text file
- Excel spreadsheet
- XML file

The following screen includes the assignments in the module which need to be deselected as you only require a list of students. There is a **Select all/none** option at the bottom of the list.

Excel spreadsheet

Export to Excel spreadsheet

Separate groups Group 03

Grade items to be included

- Semester 1 Essay
- Semester 1 Essay Submission
- TEST Stuff, Boyee!
- Attendance TEST
- Xerte Toolkit TEST
- TEST LESSON
- Test Quiz
- Module total

[Select all/none](#)

Export format options

Download

If you then click on **Export format options** you will see a screen with further options.

Export format options

Include feedback in export

Exclude suspended users ?

Grade export display types

Real Percentage Letter

Grade export decimal places

2

Download

When you have selected the options you require, click on the **Download** button and the Excel file will be exported for you.

Similar tutorials

The following other resources are also relevant to this topic:

- [How to release resources to students at different times or in different groups](#)
- [How to edit module settings](#)
- [How to send a message to groups of students or participants](#)
- [How to create a Choice activity](#)
- [How To create groups and groupings](#)
- [How to use the Signup Sheet Tool](#)