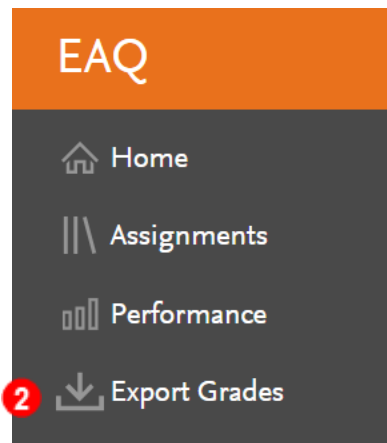


# EAQ NG: Exporting Grades

In this guide, we demonstrate how to export grades from your EAQ NG course.

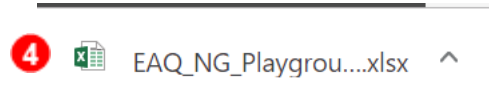
1. To get started, click on the link to EAQ NG within your course.
2. The Home page opens. Click Export Grades from the left menu.



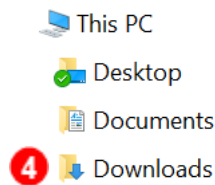
3. A window will pop-up displaying the number of completed assignments. Click the Download button to continue.



4. The grades will be exported into a Microsoft Excel .csv file visible in the lower left corner of your screen.



It will also be saved in your Downloads folder on your computer.



5. The .csv grades file may then be imported into your Learning Management System (ie. Canvas, Blackboard, Brightspace or Moodle) by following your school's individual instructions.

END OF GUIDE