**Exporting Individual Students‘ grades and progress:**

1. On the home page, click into the learners tab located on the right.

Graphical user interface, application, Word

Description automatically generated

1. Within the learners tab, click into the individuals section.

Graphical user interface, text, application, email

Description automatically generated

1. On the right of each individual learner, there is three dots which will pull up a menu of options.

Graphical user interface, application, Teams

Description automatically generated

1. Click on export results and an excel file will be generated with the courses the student is taking followed by their progress and success rates.

Graphical user interface, application

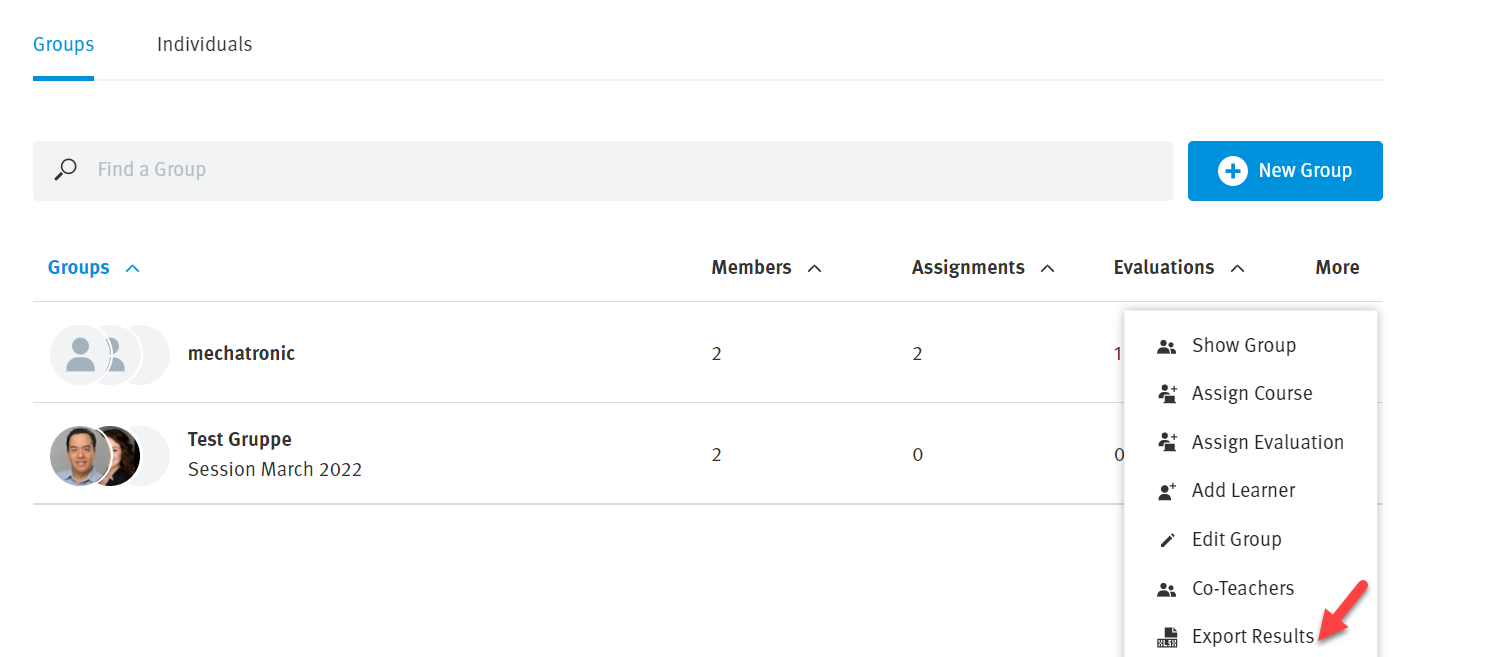
Description automatically generated

**SAMPLE REPORT:**

**Graphical user interface

Description automatically generated with low confidence**

**Export also can be done for the group:**



**SAMPLE REPORT:**

