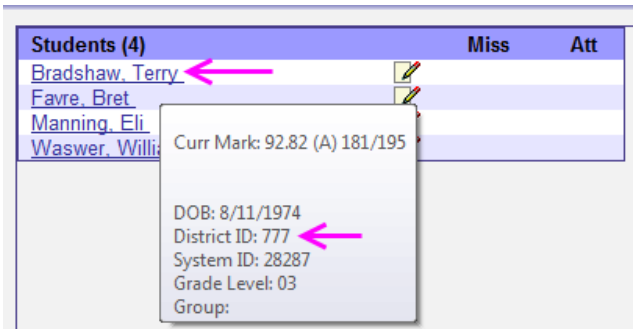
Pulling your Student Id's and First Names using Gradebook

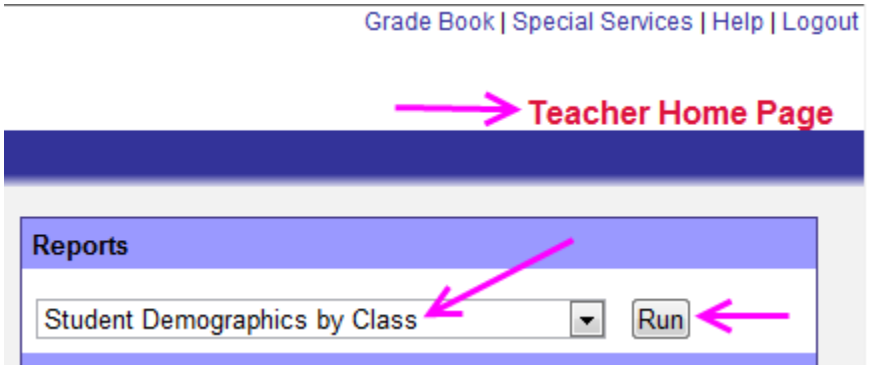
You can view individual Student Id's by going into one of your classes and hovering over the student's name on the left hand side of the screen. You will notice that it does not say student ID but instead it shows District ID – these two are the same number.



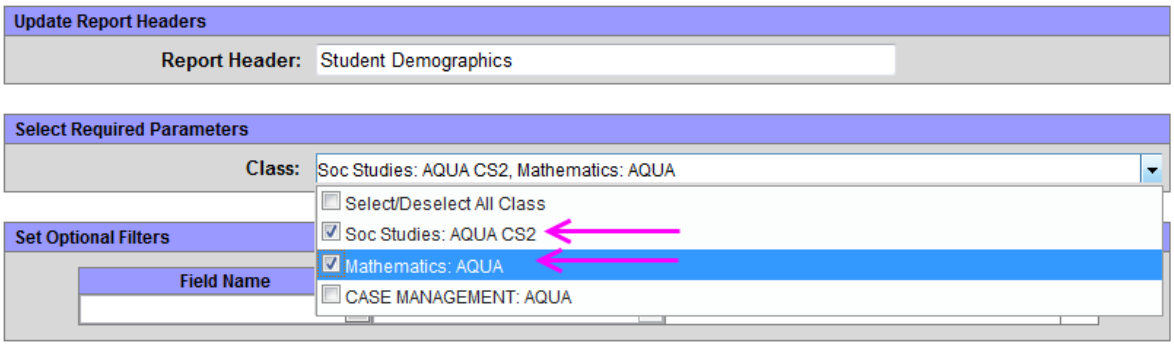
This is a quick way to view student id's but not recommended to get your students initially logged on to Moodle since this would take more time and you can run a report to gather all of the needed information.

Running a Report Builder Report for Student Id's and First names

- Go to your **Teacher Home Page**
- Under Reports click on "**student demographics by class**" report
- Click **RUN**



- Check mark the boxes next to the classes you need



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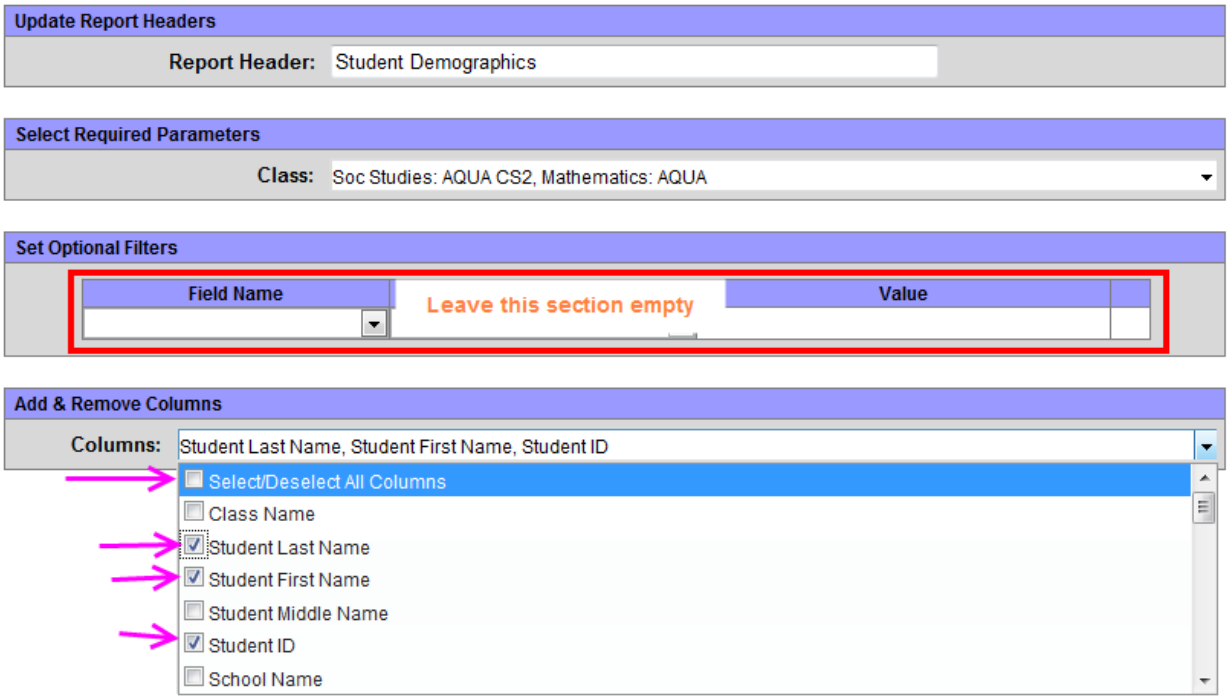
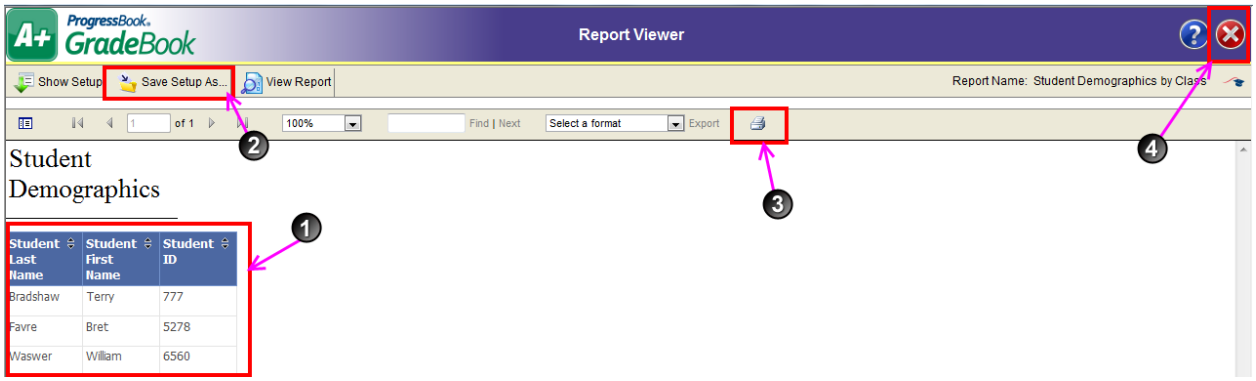
- Leave the **Field Name section empty**
- Under **COLUMNS** click on Select/Deselect to uncheck all of the boxes so you only get exactly what you need
    - Student Last Name
    - Student First Name
    - Student ID (this is the same as the District ID you see on your class dashboard)



- Click **VIEW REPORT** when you are ready to run the actual report

1. You will now see the information you selected
2. You can choose to **SAVE** this report so that you have it if you need to run it again in the future or next year for the next school year of students
3. Click the **Print icon** to actually print out the list
4. Click the **white X in the red circle to close** the report window and return to Gradebook



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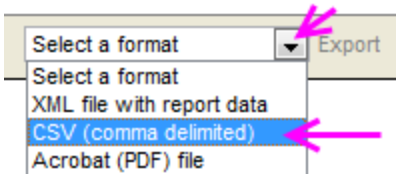
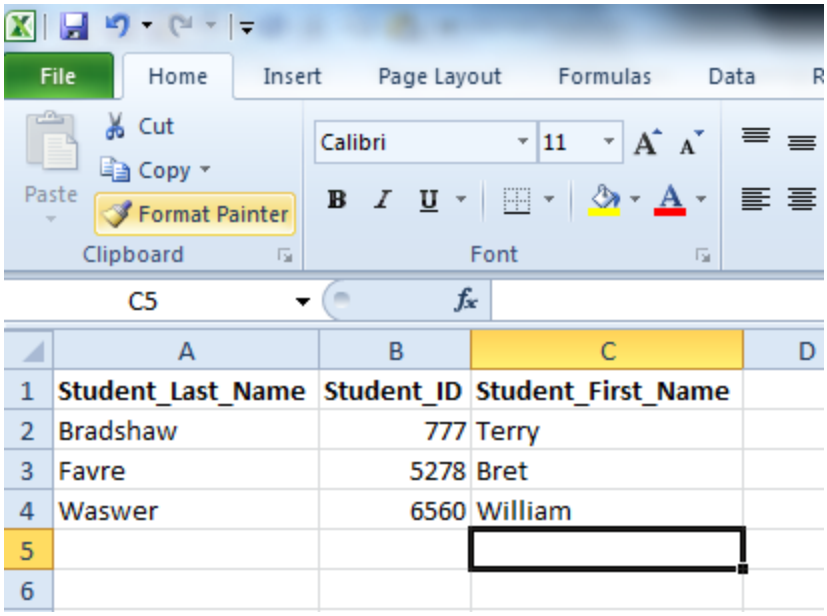
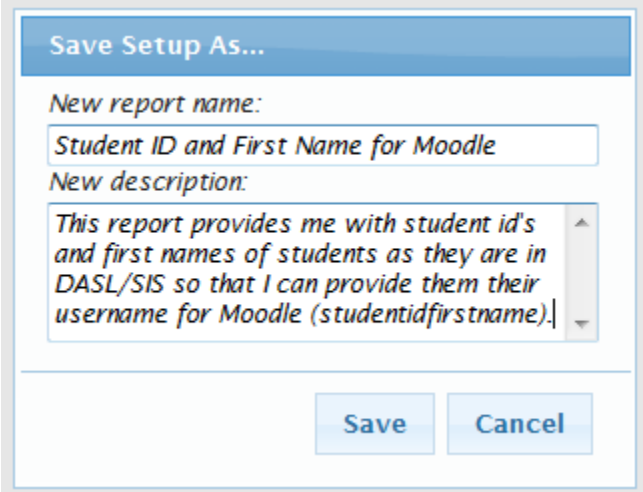
If you prefer you can **EXPORT** the report **into EXCEL** so that you can manipulate it or even combine their student ID and first name into one column to hand out to the students.



- Click on the dropdown arrow
- Choose CSV (comma delimited)
- Click EXPORT (it turns blue)
- If you get a pop up window click OPEN



- If you choose to **SAVE** your report make sure you rename it to what the report is actually for and give a brief description in case you forget later on. Click on **SAVE SETUP AS** and you will see the pop up window below – rename the report, give a brief description and click SAVE when complete.



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