

Seaport3: Exam Information

1. After logging in and selecting your course, click **Course Information Templates**, located in the center area under Course Announcements (Figure 1).
2. Click **Exam Information** (Figure 1).

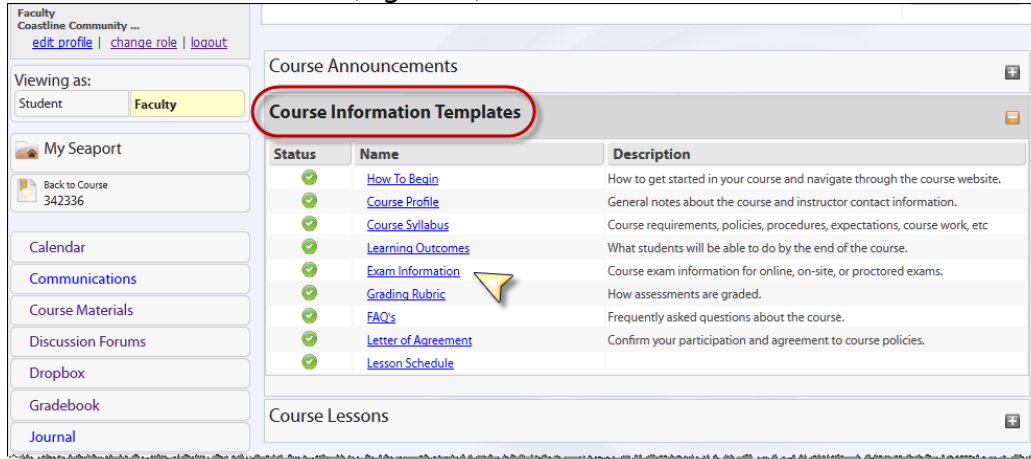


Figure 1

Note: If you imported a course from Seaport 2 into Seaport³, the Exam Information is copied over. When you open an empty Exam Information template, default text will appear. You may change this text.

3. Make any necessary changes. If you copy text from Word and paste it in the edit box, be sure to paste by clicking on the **Paste as Plain Text** button on the Seaport editor toolbar (Figure 3). This will eliminate any hidden and conflicting formatting from Word and ensure a “cleaner” display of the course’s web pages. You may use the Seaport editor toolbar to format the text for bold, lists, etc.

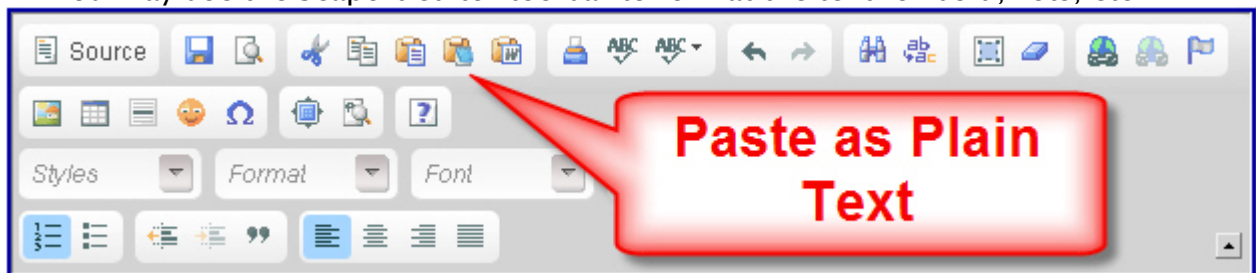


Figure 2

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4. Click **Save Template** (Figure 3).

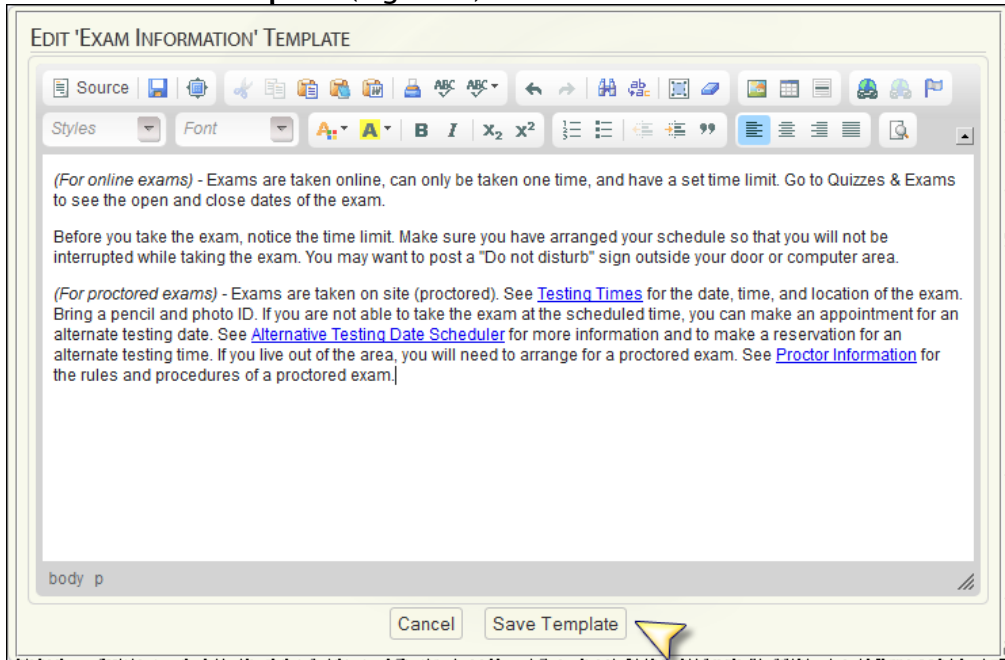


Figure 2