

# Seaport 3

## Export Gradebook to Excel

1. After logging in and selecting your course, click **Gradebook** in the left navigation menu (Figure 1).

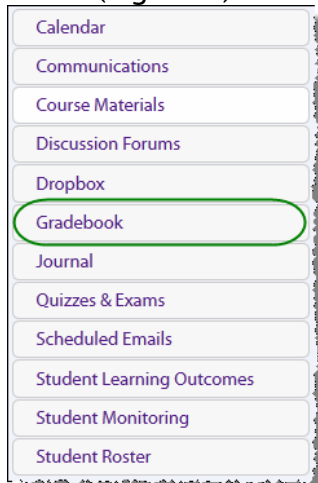


Figure 1

2. Click **Export Gradebook to Excel** (Figure 2).

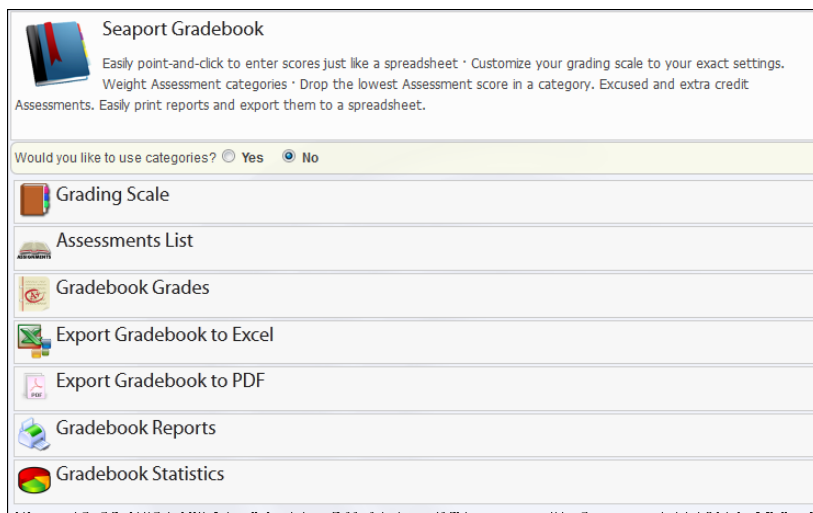
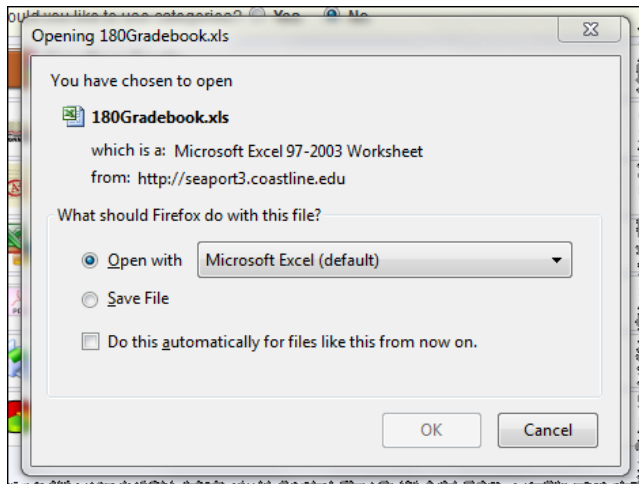


Figure 2

3. You will be presented with an option to Open or Save the Excel spreadsheet. The manner in which you are given this option will depend on your computer and operating system. In this example the window appears like this (Figure 3).

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**Figure 3**

4. If you select Save File the Excel spreadsheet will be saved on your computer. If you select Open the Excel spreadsheet will open.