

Seaport 3

Export Gradebook to Excel

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

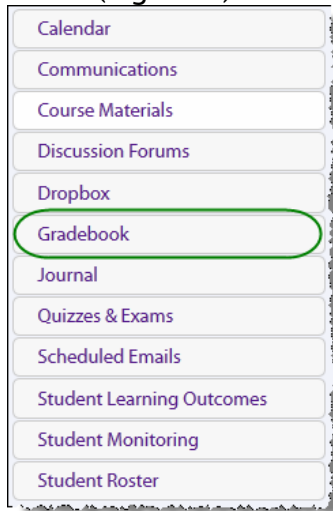


Figure 1

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

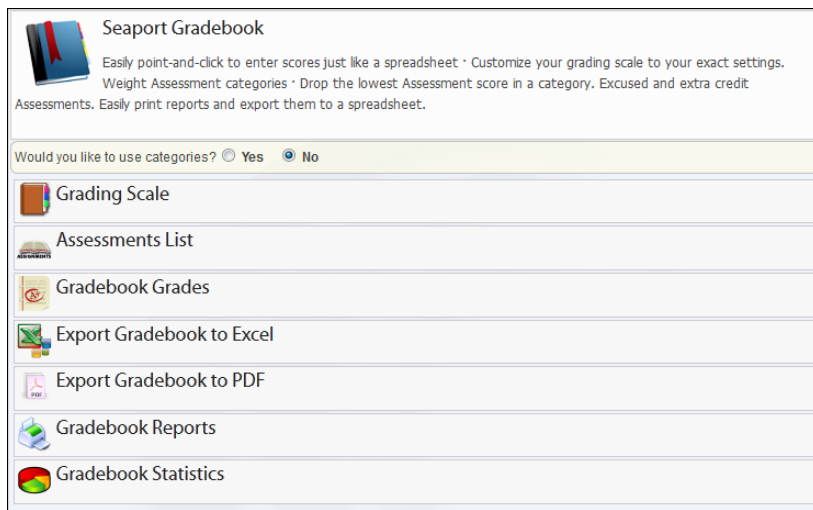


Figure 2

3. The gradebook will open as a PDF document. If you wish to save the file use the save feature in Adobe.