

Outside Gradebook

If you use an outside Gradebook, you have two options to get the grades into Seaport so that you can report SLOs:

Option 1: Manually create the Seaport Gradebook Assessments List and then manually enter the grades.

Option 2: Import an Excel file.

For **Option 1**, refer to the Seaport How-To document titled, "SLO Reporting for Courses Using Outside Gradebooks" located under the heading Student Learning Outcomes.

For **Option 2**, refer to the Seaport How-To document titled, "Importing a Gradebook: Guidelines for Excel Format" located under the heading Gradebook.

To access the Seaport How-To guides, go to the OLIT Faculty/Staff Support website. From the Coastline College home page, go to Faculty & Staff, OLIT Faculty/Staff Support, Seaport 3 [Read More].