



## Faculty: Export Your Gradebook

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We recommend downloading a copy of your gradebook for your records at the completion of every term.

To do so, click on **Gradebook setup** in the **Course administration** block on the left, then click on the **Export** tab.

A list of all of the grade items in the gradebook will be displayed.

Select **Excel spreadsheet** from the download option tabs, then scroll down and click on **Download**. Save the file to your computer.

