

Faculty: Export Your Gradebook

Hart Wilson - 2019-01-04 - Comments (0) - Faculty

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.

