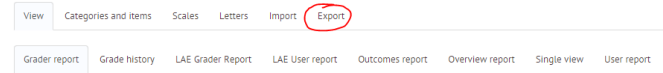


□ How do I keep a copy of my gradebook

How to:

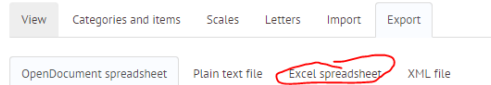
1. Go to your course
2. Click on **Gradebook setup** in the **Administration** section
3. Click on Export

Grader report



4. Choose Excel spreadsheet

Export to OpenDocument spreadsheet



5. Select items to downloaded
6. Click download