

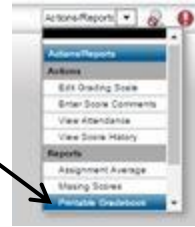
How to Print the Gradebook

1. From the Gradebook dropdown, select **ENTRY** to display the Gradebook Entry page.



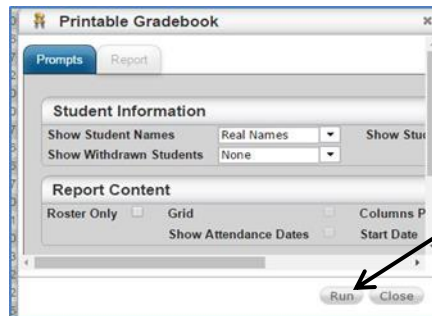
select **ENTRY** to display the Gradebook

2. From the Gradebook toolbar's **Actions/Reports** of the toolbar, select **Printable Gradebook**.

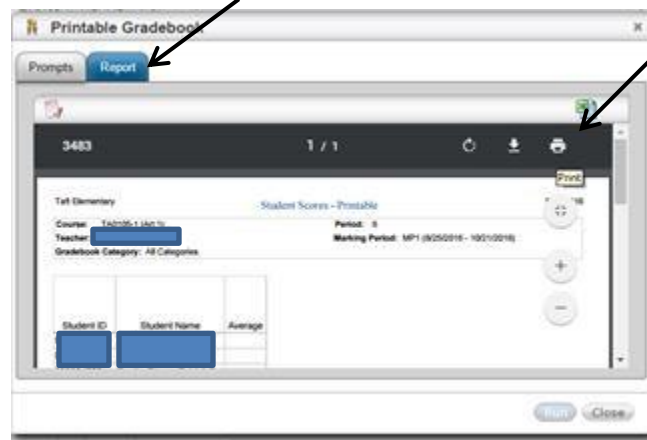


field on the far right side

3. On the Prompts tab of the Printable Gradebook window, select your parameters, click Run.



4. The Gradebook will show up in the Report tab. Then you will click the PRINT button.



5. The print window will appear. Click PRINT.