How to Print the Gradebook

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

2. From the Gradebook toolbar’s **Actions/Reports** field on the far right side of the toolbar, select **Printable Gradebook**.

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**.