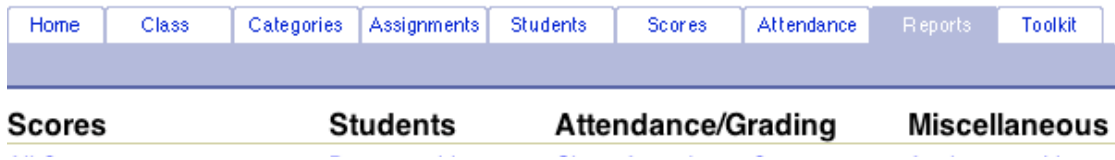


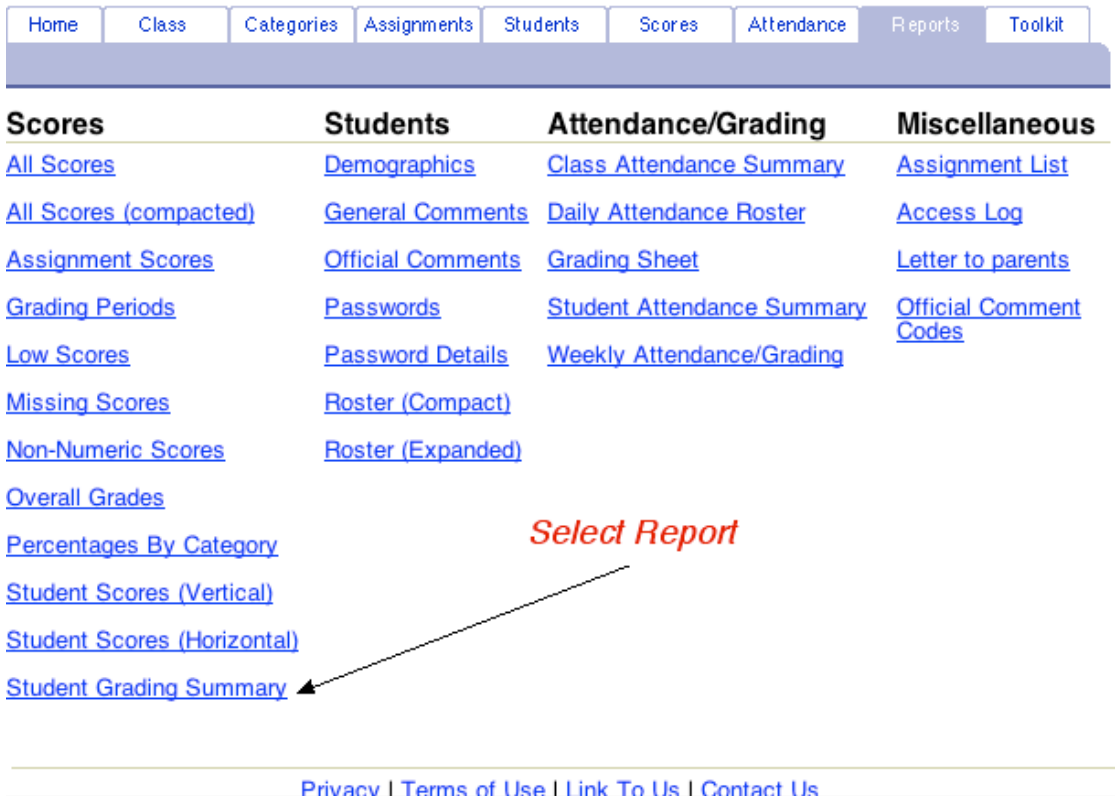
How to Print Individual Student Reports for a Class

This process will allow you to print individual student reports for entire class. Each student's report will be printed separately (new page for each student).

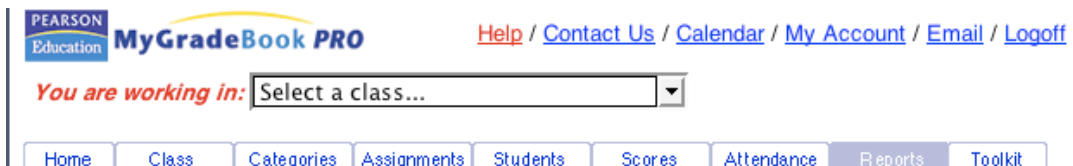
1. Go to the reports menu.



2. Select Student Grading Summary (last report under scores in left column) by clicking on it.



3. At the top of the page, use the list box to select a class.



MyGradeBook “How to Tips”

4, After selecting a class, a new check box selection menu will appear. If you wish to print all student, select the “List All Students” box.

The screenshot shows the 'Reports' section of the MyGradeBook interface. At the top, there are navigation tabs: Home, Class, Categories, Assignments, Students, Scores, Attendance, Reports, and Toolkit. Below these tabs is a sub-menu with links: Show List, Print This Report, and Print with No Page Breaks. The main content area contains several dropdown menus: 'Show:' set to 'active students', 'Student:' set to 'Select a student...', and 'Period:' set to 'All grading periods'. Below these are three columns of checkboxes for report options: Overall Summary (checked), Assignments By Date Due (unchecked), Attendance Summary (unchecked), Category Summary (unchecked), Show Future Assignments (unchecked), Attendance Details (unchecked), Assignments By Category (checked), Student Chart (unchecked), and Suppress Percentages & Weights (unchecked). The 'List All Students (Fast connection recommended)' checkbox is checked. A 'redisplay report' button is located to the left of a tip: '**Tip** Use the [My Account](#) screen to suppress/unsuppress rankings in reports.' An arrow points from the text 'All Students' below to the 'List All Students' checkbox.

All Students

Note: Also select what else you wish to see. You may see what information checking a box will print. Hitting the “redisplay report” will show you the information that will be printed. Some information may take a lot of space, so reviewing what will print before is recommended.

5. When you are satisfied, hit the “Print this report” just below the menu tabs.

This screenshot is identical to the one above, showing the 'Reports' section. However, a black arrow points from the bottom of the page up to the 'Print This Report' link in the sub-menu.

6. Program will bring up a window showing the information to be printed. This window will ***not*** show page breaks. A second will appear with the printer selection. **Before you print, we recommend doing a print preview in order to see how many pages printing will take. You can still print from the preview but now you know how many pages it will be.**