

## Printing a Blank GradeBook

1. Open the Gradebook
2. Open the class file
3. From the list of reports at the top of the screen, choose Grade Collection report.
4. Click on the magnifying glass on the white paper (to the right of the report)
5. Click on OK
6. Click on the printer located on the report screen (**not** the Internet Explorer printer at the top of the page.)