

How Do I Print Gradebook Pages?

1. After logging into the intranet, choose STANDARD REPORT CARD from the menu on the left.

- [Student Information](#)
- [Testing](#)
- [Standard Report Card](#)

2. Choose LEARNING STANDARDS from menu across top of screen.

Standard Report Card

Items [\[Input Final Grades\]](#) [\[View Final Report Cards\]](#) [\[Reportcard Reports\]](#)
[\[Learning Standards\]](#) [\[Input KF Final Grades\]](#) [\[View KF Final Grades\]](#)

3. Click the check boxes to choose PHYSICAL EDUCATION, VISUAL ARTS, and MUSIC

Grade 04

Please select subjects you want to print:

STUDENT LEARNING ATTRIBUTES

LANGUAGE ARTS

MATH

SCIENCE

SOCIAL STUDIES

HEALTH

PHYSICAL EDUCATION

VISUAL ARTS

MUSIC

Print all selected in PDF

4. Click SUBMIT.

5. Click Here. This activates AdobeReader and downloads a PDF file.

[Click Here to Download PDF](#)

Adobe Reader File Edit View Document Tools Window Help

- Open...
- Open Recent File
- Email...
- Close
- Save a Copy...
- Document Properties...
- Page Setup...
- Print... **⌘P**
- PrintMe Internet Printing...

LANGUA...
Teacher:
Uses kno...
lections.

6. Choose FILE from the menu across the top and then choose PRINT.

7. Click PRINT from your normal printer menu.

Print

Printer: Top Floor Color 860N

Presets: Standard

Copies & Pages

Copies: 1 Collated

All Current view Current page

Print What: Document

Page Scaling: Shrink Large Pages

Auto-Rotate and Center

Advanced... Printing Tips

8. Your gradebook pages will now be printing. Please pass out the P.E., Music, and Art gradebook pages to the specials teachers. Please call Kathy Hulcher or Launa Carter at 525-3368 with questions.