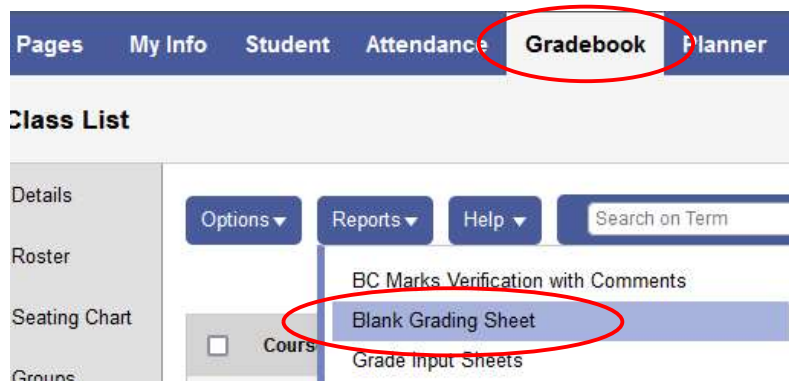# My Education BC

Printing Class List / Blank Grading Sheet

Method 1: Blank Grading Sheets (Up to 15 Columns)

1. **Navigate to the Gradebook Top-Tab.**

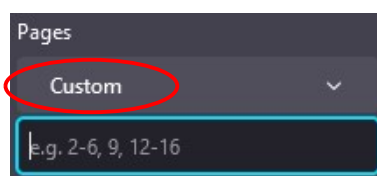2. **Click on the Reports drop-down menu.**

3. **Select "Blank Grading Sheet".**

To increase the number of columns:

- Click the **"Number of columns"** drop-down menu and select **"15 (landscape)"**.
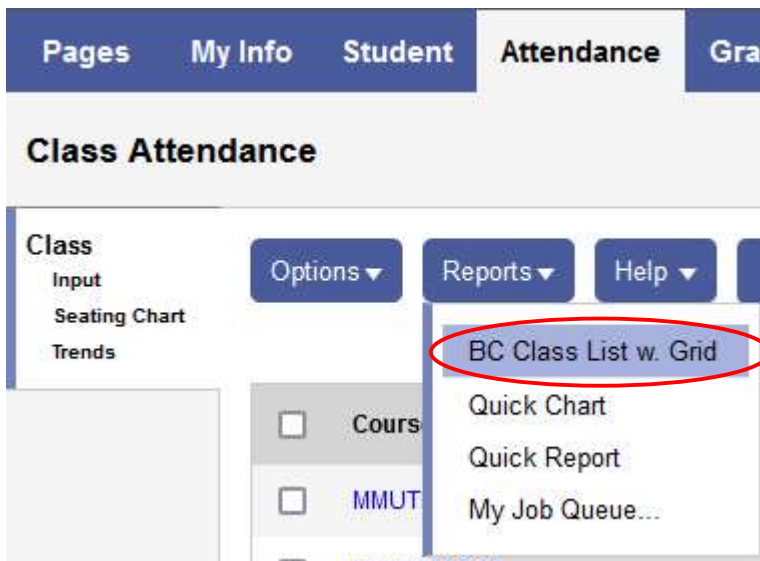

Printing the PDFs:

- Use the shortcut **Ctrl + P** (Windows) or **Cmd + P** (Mac) to open the print dialog.

- To print specific classes, change **Pages** from **"All"** to **"Custom"** and enter the page numbers you wish to print.

Method 2: Labeled Columns (Up to 10 Columns)

1. Select **"Attendance"** from the **Top-Tab**.
2. Click on **"Reports"**, then select **"BC Class List w/ Grid"**.

In the next window:

- Enter the desired column names.

3. Click **"Run"** to generate the labeled blank sheet with the column titles at the top.

Printing the PDFs:

- Follow the same printing steps as above.