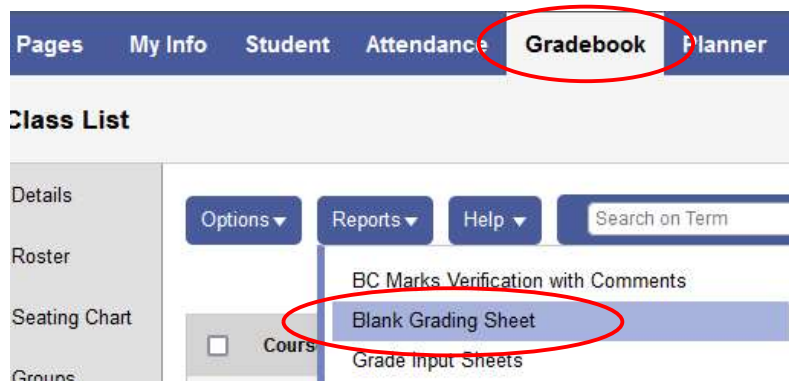


Printing Class List / Blank Grading Sheet

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".



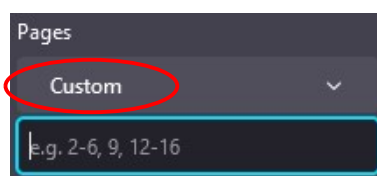
To increase the number of columns:

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



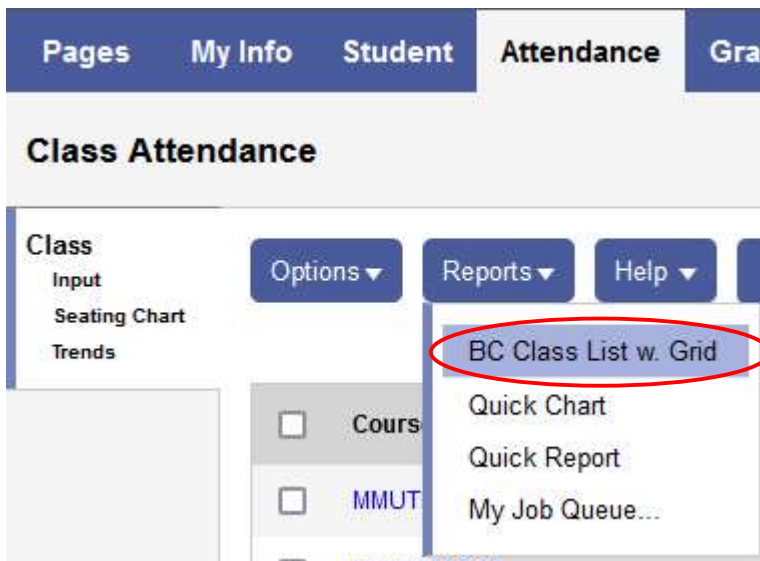
Printing the PDFs:

- 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.

BC Class List w. Grid

Column One Label	Label 1
Column Two Label	Label 2
Column Three Label	Label 3
Column Four Label	Label 4
Column Five Label	

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

Pupil #	Name	Grade	Age	Label 1	Label 2	Label 3	Label 4		
1276596	Akhnouh, Nataliafaith	12	18						

Printing the PDFs:

- Follow the same printing steps as above.