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".

Pages	My Info	Student	Attenda	ance Gr	radebook	lanner
Class Lis	st			FeB		
Details	Op	itions 🗸 🗍 F	Reports 🔻	Help 🔻	Search	on Term
Roster			BC Marks	Verification	with Comme	nts
Seating Cha	art		Blank Gra	ding Sheet	\rightarrow	
Groups		Cours	Grade inp	ut Sheets		

To increase the number of columns:

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

Blank Grading Sheet

School year	2024 Q				
Number of columns	10 (portrait) 🗸				
Display blank row after each student?	10 (portrait) 5 (portrait)				
Sections to include	15 (landscape)				
Search value	10 (landscape)				
Include study sections	7 (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.



Page 1 of 2

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".

Pages My	/ Info	Stude	nt	Attendance	Gra		
Class Atten	dance						
Class Input	Opti	ons 🔻	Repo	orts 🔻 🛛 Help	-		
Seating Chart Trends			BC	Class List w. G	Grid		
		Cours	Qu				
		ммит	My	My Job Queue			
	-		10.01				

In the next window:

• Enter the desired column names.

Siamin names.	
BC Class List w. Grid	1 1
Column One Label	Label 1
Column Two Label	Label 2
Column Three Label	Label 3
Column Four Label	Label 4
Column Five Label	\bigcirc

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			$\overline{}$		

Printing the PDFs:

• Follow the same printing steps as above.