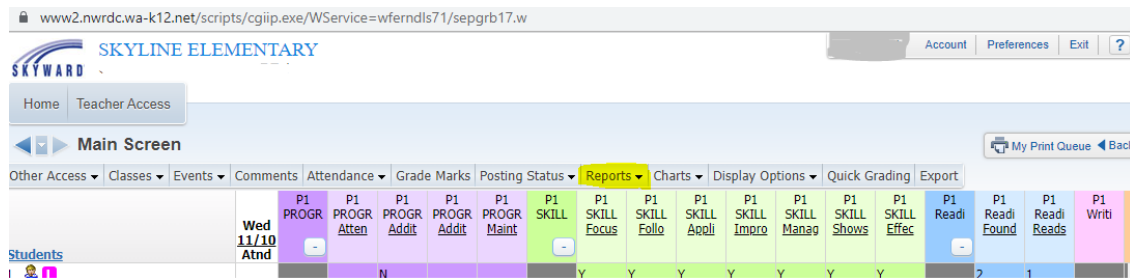
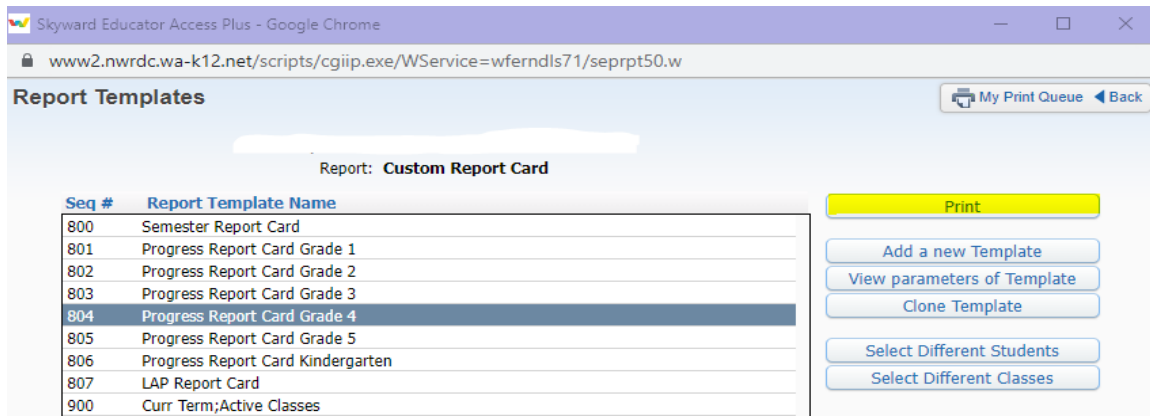


## Printing report cards from teacher gradebook

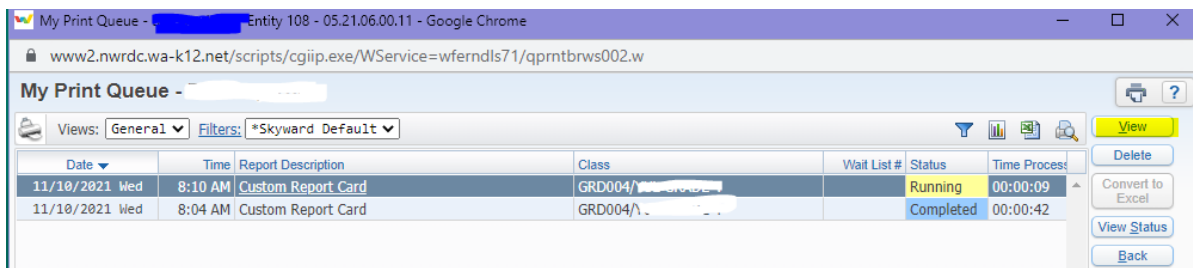
Open your gradebook and choose “**Reports**”.



On the dropdown choose “**Custom Report Card**”. Next click the appropriate report card/grade level that you wish to print and choose the **print** option.



The My Print Queue screen will come up on your screen. Once your report card is ‘complete’ you can choose the **view** button to look at your report cards.



Once you are satisfied with your report cards you can print to your local printer by clicking on the printer icon on the right side of screen.

