

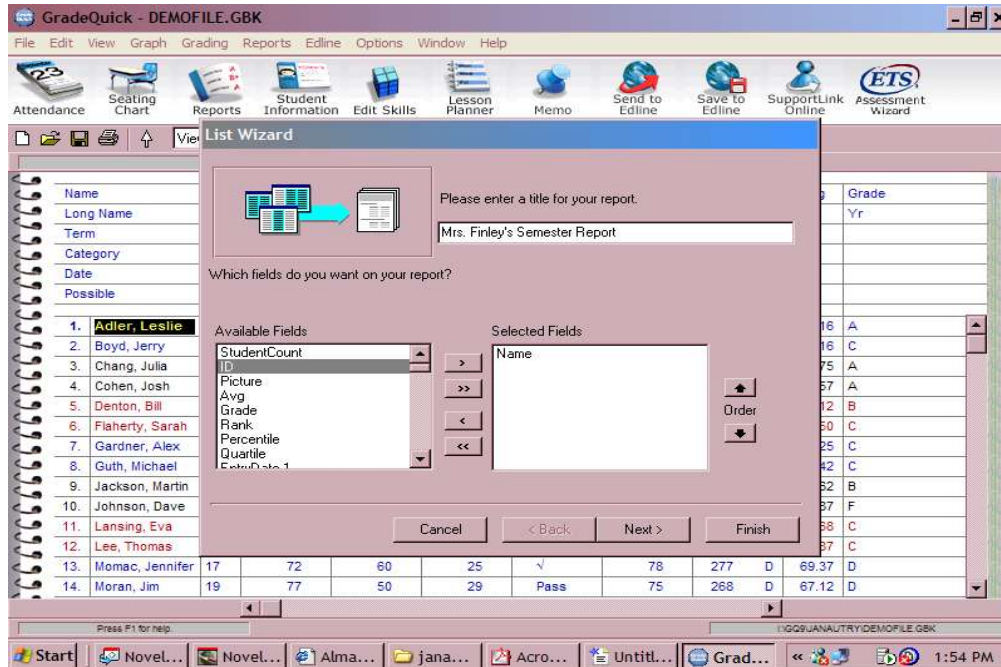
## Summary of Sent Data:

Purpose: to have a hard copy of the information that is sent to APSCN.

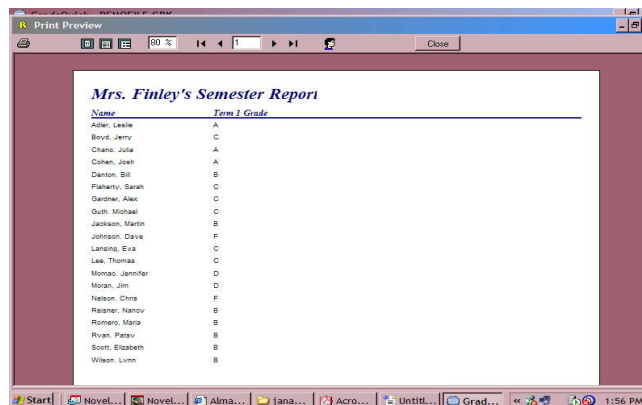
Open one of your gradebooks

>Click Reports>List Wizard

The List Wizard window will open highlight the items you want displayed on your report and click the forward arrow to move them to the selected fields side.



Continue to click next until you are able to view your information. You can customize your information. Once you have finished the List Wizard will display the information in a Print Preview format.



Suggestion\*\*\* include the following on your report: name, Term1 Grade, Term 2 Grade, Semex1 This will create a hard copy report.