

Gradebook Summary Sheets for 1st Semester

On the Print Preview-Editor page:

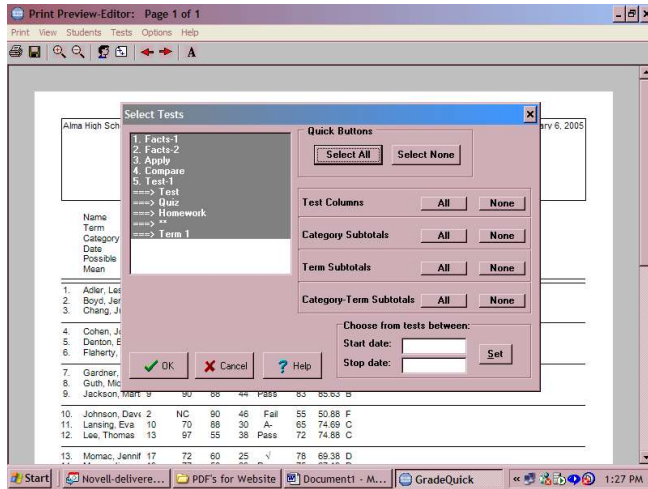
In order to make sure that *ALL* your *Students and Data* are showing before you print:
Select Students

- >Select Students
- Select ALL

Then:

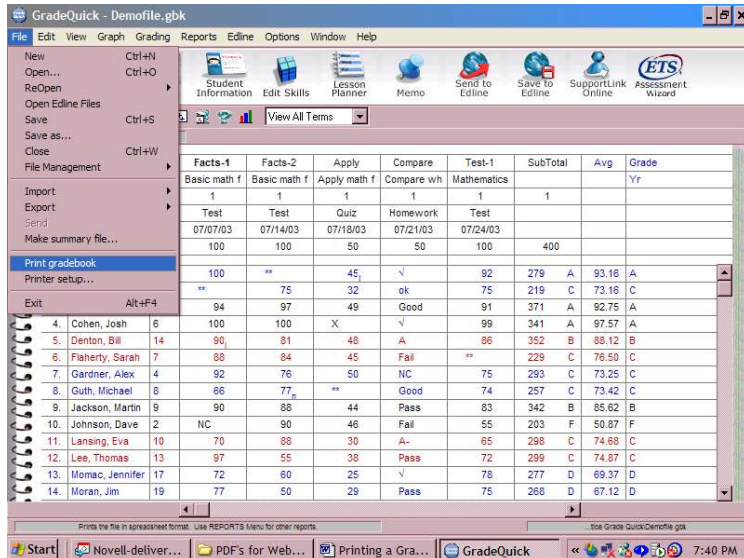
Select Tests

- >Select Tests and Subtotals
- >Select ALL



Another Way to print Summary Sheets

***You can also go to File>Print Gradebook then on the Print-Preview editor select
>Students >Select Students> Select All> OK: select >Tests>Select Tests and
Subtotals>Select All>OK***



Follow this procedure for each of your gradebooks so that you will have hard copy for each one. Those of you who are familiar with List Wizard can also use this to print a different looking version (there is an example on our ALMA website. Go to Technology Instruction >Grade Quick for Teachers> List Wizard Summary