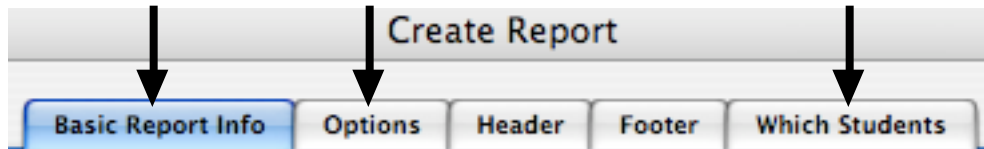
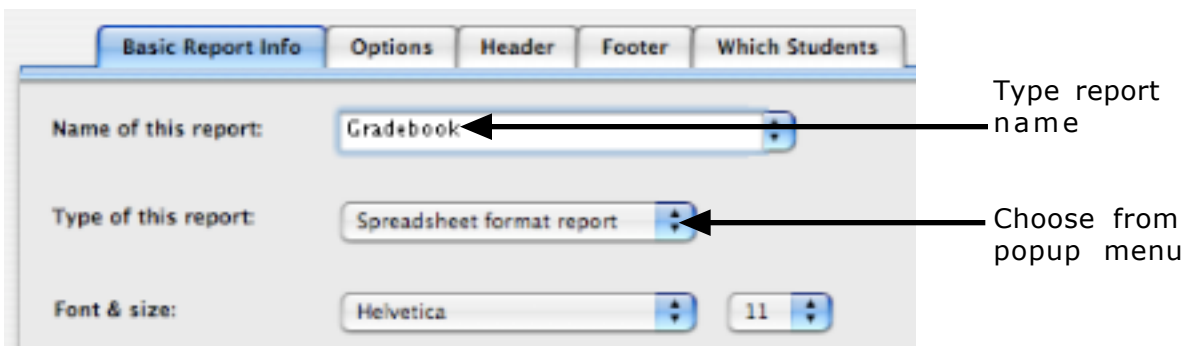


## Printing Your Gradebook

1. Open PowerGrade and select a class.
2. Click **Reports** from the PowerGrade menu at the top of your screen and choose **Create**. For this report, you will need to set up information on three (**3**) tabs before you press OK.

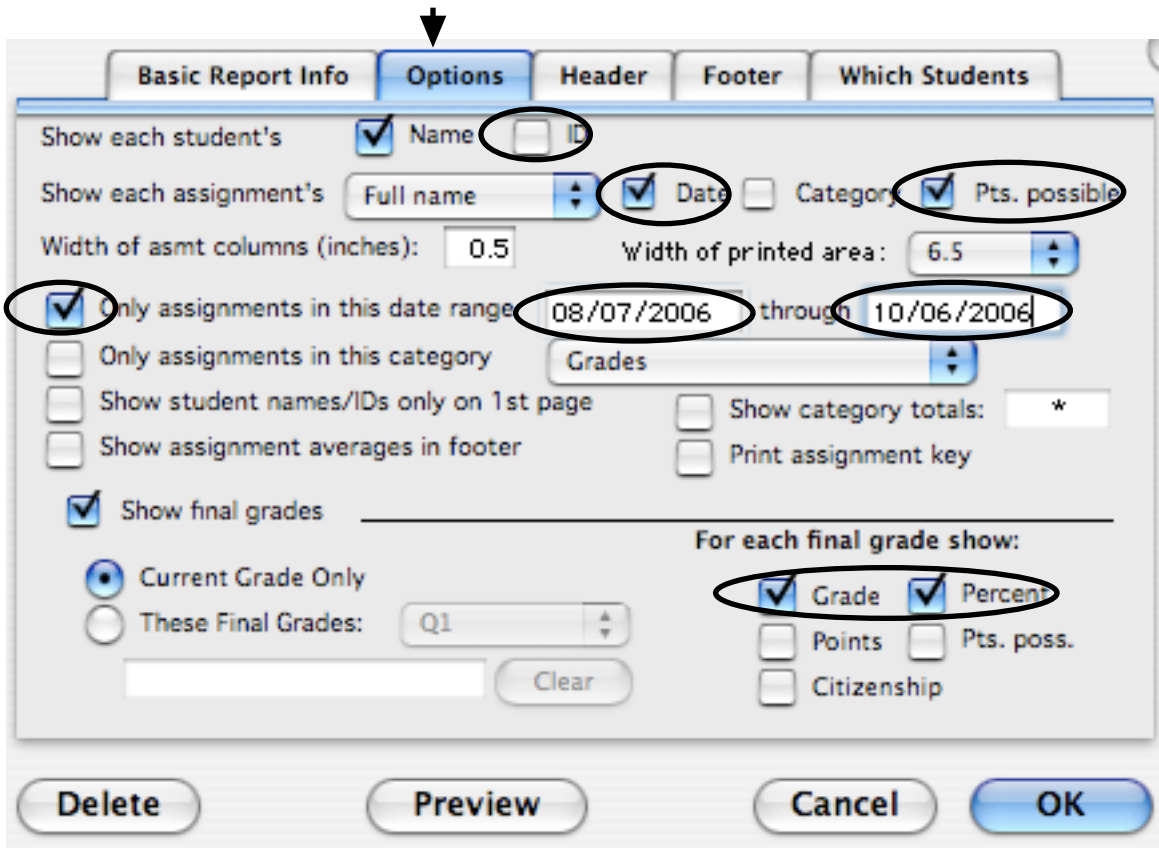


3. On the **Basic Report Info** tab, name the report **Gradebook** and choose **Spreadsheets format report** as the "Type of this report."



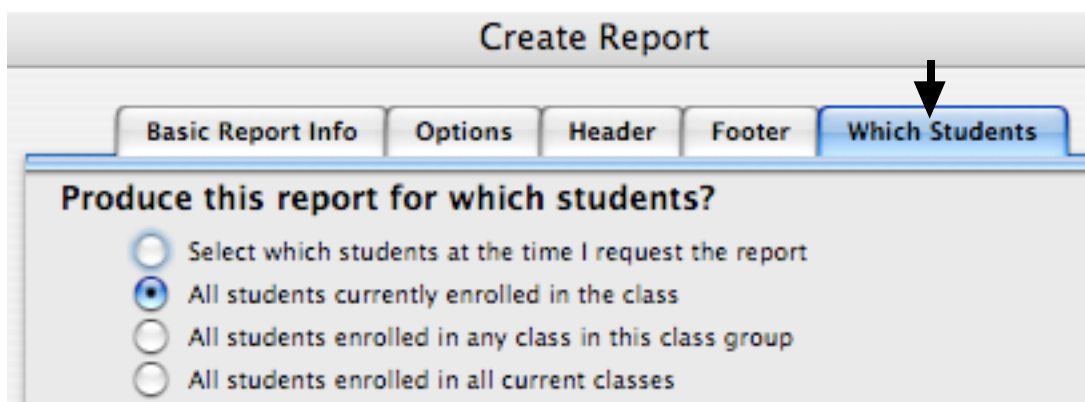
**Note:** Do **NOT** press OK until all three tabs are setup.

4. Click the **Options** tab to design the look of the Gradebook. In this screen you will decide what information to include in the Gradebook report. To print a Q1 gradebook spreadsheet, setup your Options window to match the screen shot.



**Note:** This report does not include the student ID. It shows the full name of the assignment as well as the assignment date and points possible. The date range is set to show all assignments for the 1st quarter. It also shows the final grade and final percent.

5. Click the **Which Students** tab to select the students you want to include in this report. For the Gradebook report you will choose **All students currently enrolled in the class**.

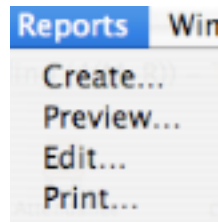


6. All the necessary report options have been set, click **OK** to return to your Gradebook.

7. Click **Reports** from the PowerGrade menu at the top of your screen and choose **Print**. Select your **Gradebook** report and click **OK**. Click **OK** in your Page Setup window.

8. To print the Gradebook report for additional classes, choose another class from the **Classes** menu, choose **Print** from the **Reports** menu. Select the report name and click **OK**.

Notice that reports can be edited and previewed from the **Reports** menu.



### Printing in Landscape Orientation

If you would like to print the Gradebook report in landscape rather than portrait orientation, you will need to edit the report.

1. Choose **Edit** from the **Reports** menu.
2. Use the popup menu beside "Name of this report" to choose your **Gradebook** report.
3. Click on the **Option** tab to change the "Width of printed area" from 6.5 to **9** and click **OK**.

### Changing Font and Font Size

After previewing or printing your Gradebook, you may decide to change the font or font size of the report.

1. Choose **Edit** from the **Reports** menu.
2. Use the popup menu beside "Name of this report" to choose your **Gradebook** report.
3. Click on the **Basic Reports Info** tab.
4. Use the popup menus to select a font and/or font size and click **OK**.

### Printing All Students in All Classes

If you would like to print the Gradebook report for all of your classes at one time, you will need to edit the **Which Students** tab.

1. Choose **Edit** from the **Reports** menu.
2. Use the popup menu beside "Name of this report" to choose your **Gradebook** report.
3. Click on the **Which Students** tab and choose **All students enrolled in all current classes** and click **OK**.