## Printing your eSembler Grade Book

Printing your on-line grade book regularly is a great idea. Repeat these steps for each subject/ class/period you want to print out.	Occasess         Oracle Marring Carlot 1 - 081110008 to 10182008 Carlot 1 - 0801100000 Carlot 1 - 08000000000000000000000000000000000
<ol> <li>Place your cursor over the reports mini-button from the menu of the subject/class/period you wish to print.</li> <li>Choose Spreadsheet from the pop-up menu.</li> </ol>	29
3. The assignment column headings in the spreadsheet window show only numbers. You can show more detail by making changes in the preferences for this page. Click the preferences button.	Lies Thrusto   The 10/18/2008 11.47am Segment Segment Professor EPerference Professor Spreadsheet Endeant Felder For Weaking Raiph Malphi Potie Weaking Raiph Malphi Potie Weaking Raiph Malphi Potie Weaking Bichle Cunningham Bichle Cunningham Bichle Cunningham
<ul> <li>4. In preferences window, scroll down to the Assignment Column Headings section. Select Assignment Name and Due Date if you wish.</li> <li>5. Click the Save button.</li> </ul>	Assignment Legend

## Printing your eSembler Grade Book

Now the column heading shows more detail.	Epretenses         Print View         C (500)
6. Click the Print View button.	nment grade all grades
7. A window of what will be printed opens.	esembler v7 00.1 - Alhambra Traditional - Lia       esembler v7 00.1 - Alhambra Tra
8. On the menu bar, click file. Then click Print. Make your printer choice, set your printing options, and click the Print button.	Safari File Edit View History Bookmar New Window <sup>9</sup> EN arr New Tab <sup>9</sup> ET All Open File <sup>9</sup> EO /// Close Window <sup>9</sup> EW <sup>10</sup> Close Window <sup>9</sup> EW <sup>10</sup> Close Tab <sup>9</sup> EW <sup>10</sup> Save As <sup>9</sup> E <sup>10</sup> Save As <sup>9</sup> E <sup>10</sup> Mail Contents of This Page <sup>9</sup> El <sup>10</sup> Mail Cintents of This Page <sup>9</sup> El <sup>10</sup> Open in Dashboard Import Bookmarks Export Bookmarks Export Bookmarks

Video Tutorial at: http://www.alhambraesd.org/tech/tech2/videotutorials/macbookvideos/printinggrbk.html