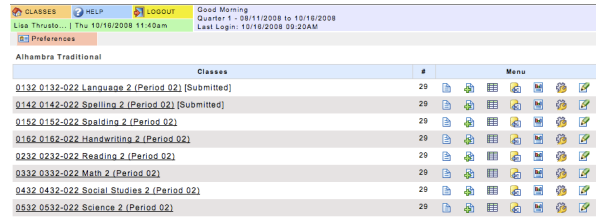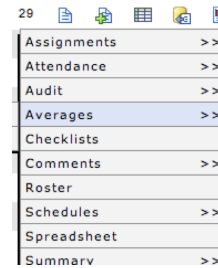# Printing your eSembler Grade Book

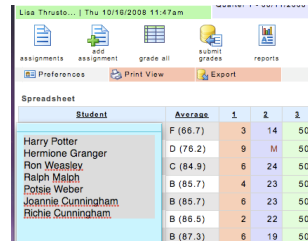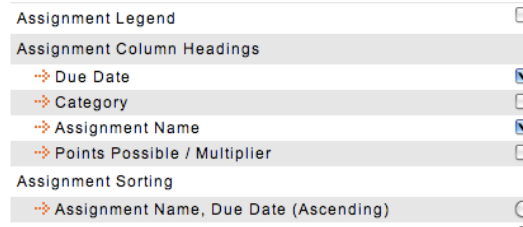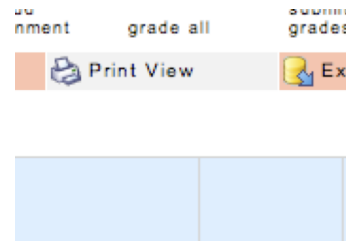|	
Printing your on-line grade book regularly is a great idea. Repeat these steps for each subject/class/period you want to print out.	
1. Place your cursor over the reports mini-button from the menu of the subject/class/period you wish to print. 2. Choose Spreadsheet from the pop-up menu.	
3. The assignment 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.	
4. In preferences window, scroll down to the Assignment Column Headings section. Select Assignment Name and Due Date if you wish. 5. Click the Save button.	

Printing your eSembler Grade Book

Now the column heading shows more detail.	
6. Click the Print View button.	
7. A window of what will be printed opens.	
8. On the menu bar, click file. Then click Print. Make your printer choice, set your printing options, and click the Print button.	

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