How to Print a Class List

1. Log in to MyEdBC

2. Go to your Gradebook Top Tab

3. Go to Reports > Blank Grading Sheet

4. In the pop-up, you will need to enter the following information:

   **Number of Columns**: if you would like to change the page layout or number of columns, you can select options here.

   **Sections to Include**: Elementary teachers can leave this at "All", Secondary teachers can select "Section" then type the course code in the "Search Value" field or leave the field set to "All".

   **Sort Results by**: Select "Course"

Click **Run**

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