

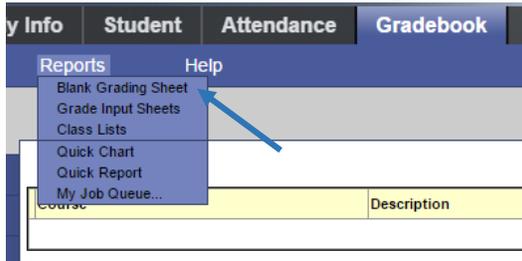


# Words of Wisdom

January 18, 2016

## 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**

**Blank Grading Sheet**

School year: 2016

Number of columns: 10 (portrait)

Display blank row after each student?

Sections to include: All

Search value: [text input field]

Include study sections:

Sort results by: Schedule expression

Format: Adobe Acrobat (PDF)

Run Cancel

Brought to you by your MyEd Helping Teachers: Anne Woloszczuk & Meghan Murden