**PRINTING A STUDENT’S ASSIGNMENTS**

1) Make sure that you are on the ‘Gradebook’ class app by moving the mouse pointer to the left of the screen and clicking on ‘Gradebook’.

2) Click on the name of the student whose assignments you wish to print.



3) You will now see all of the student’s assignments for the class. To print move the mouse pointer to ‘Print’ and left click.



4) Depending on your internet browser the student’s records will open as a new internet page. Simply find the option to print in your internet browser and you will be able to print the student’s assignments.

