

# How to Print Proof Sheets

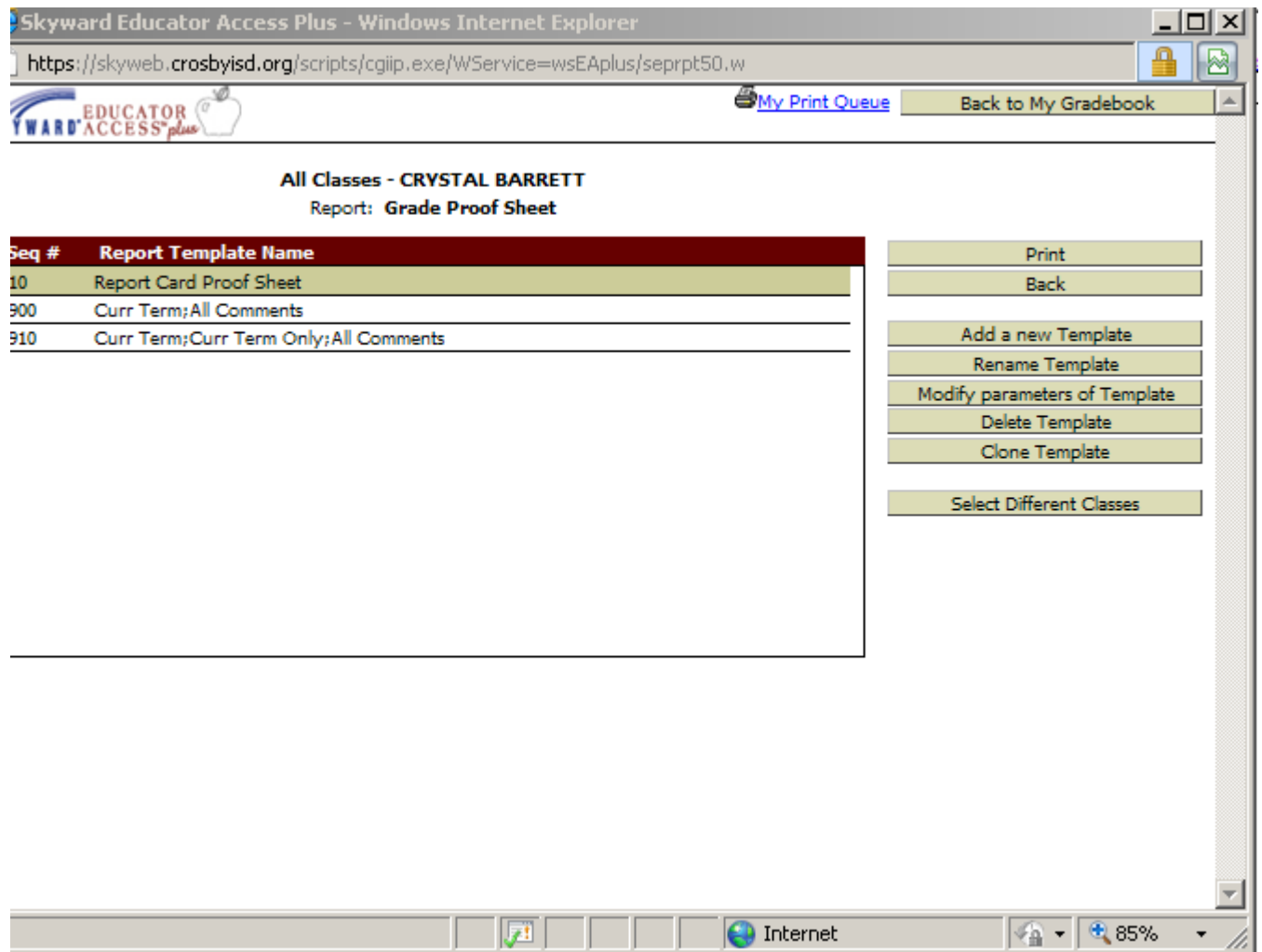
1. Teacher Access – My Grade book
2. Reports for all classes – Report Cards – Grade Proof Sheets

The screenshot shows the 'My Gradebook' interface. At the top, there are navigation arrows and the text 'My Gradebook'. On the right, there is a 'My Print Queue' button with a 'Back' arrow. Below this, there are two tabs: 'Current Year Classes' (selected) and 'Prior Years Classes'. The main content area displays a table for '042 Crosby Middle School' with columns for Dept, Subject, Terms, Period, Days Meet, Class, and Descr. A dropdown menu is open over the table, showing a list of reports. The menu is organized into sections: 'Attendance', 'Gradebook', 'Progress Reports', 'Partial Progress Reports', 'Class Information', and 'Report Cards'. The 'Report Cards' section is circled, and the 'Grade Proof Sheet' option is highlighted within it.

Dept	Subject	Terms	Period	Days Meet	Class	Descr
MAT	MAP	1 - 4	1	1 3	213A / 04	ALGEB
MAT	MAP	1 - 4	2	12	213A / 04	ALGEB
MAT	MAP	1 - 4	3	1 3	213A / 05	ALGEB
MAT	MAP	1 - 4	5	1 3	7221A / 01	PRE-AL
MAT	MAP	1 - 4	6	12	7221A / 01	PRE-AL
MAT	MAP	1 - 4	7	1 3	7221A / 02	PRE-AL

- Reports for All Classes ▾
- Posting Status ▾
- 042 - Secondary Gradebook**
- Attendance**
- Summary Report by Class [Gradebook](#)
- Gradebook**
- Grade Sheet Report [Gradebook](#)
- Assignment Listing - By Student [Gradebook](#)
- Missing Assignments [Gradebook](#)
- Email Progress Report [Gradebook](#)
- View Emailed Reports
- Progress Reports**
- Progress Detail
- Enhanced Multi-Class Progress Report
- Progress Summary
- Partial Progress Reports**
- Partial Progress Detail
- Partial Progress Summary
- Partial Multi-Class Progress Report
- Class Information**
- Class Roster
- Report Cards**
- Grade Proof Sheet

### 3. Modify Report Card Proof Sheets



### 4. Choose Report Card Period to Run

**Grade Proof Sheet**

**Grade Proof Sheet Report**

**50 - 1st Nine Weeks - Report Card**

**Term**


Report Card 1 : 08/26/2013 - 10/18/2013

**Options**

Term Display:  Display Only the Selected Term

Comment Display:  Display Regular Comments

5. Select Classes to Run Proof Sheets – Select Print

**Class Selection**  My Print Queue

**Class List for MELINDA LONEY**  
For 08/26/13 - 10/18/13

	<b>Terms</b>	<b>Period</b>	<b>Class</b>	<b>Description</b>	
<input checked="" type="checkbox"/>	1 - 4	1	213A / 04	ALGEBRA I PAP	<input type="button" value="Print"/> <input type="button" value="Back"/>
<input checked="" type="checkbox"/>	1 - 4	3	213A / 05	ALGEBRA I PAP	
<input checked="" type="checkbox"/>	1 - 4	5	7221A / 01	PRE-ADVANCED PRE ALGEBRA-A	
<input checked="" type="checkbox"/>	1 - 4	7	7221A / 02	PRE-ADVANCED PRE ALGEBRA-A	