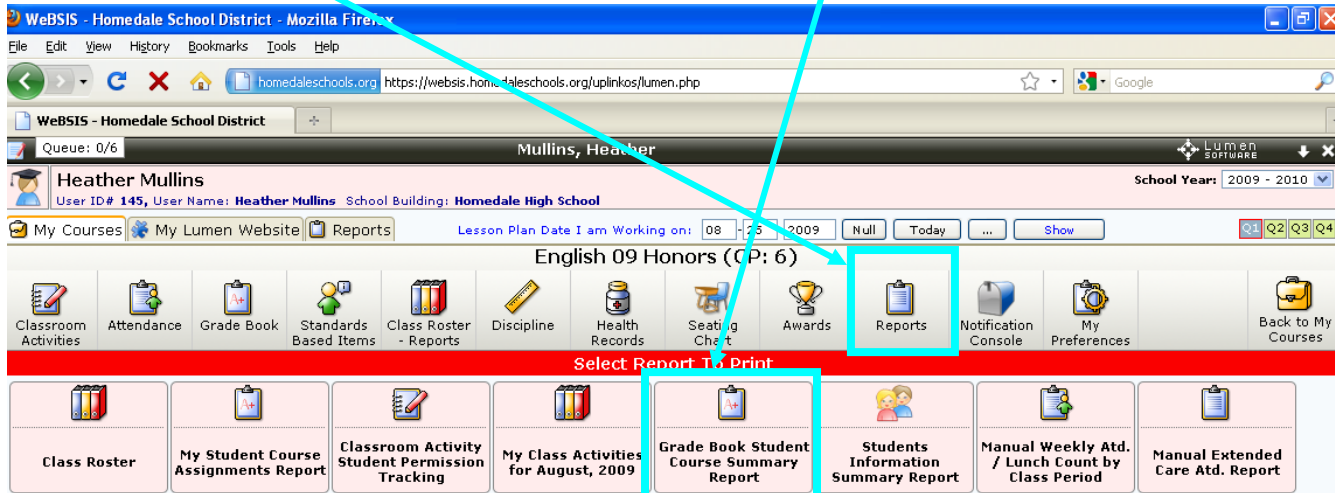


# PRINT A CLASS GRADE REPORT

If you post grade updates in your classroom, you probably want to print only the student ID number and not names. Follow these steps:

- In the Instructor Suite, click the course for which you want the report
- Click the Reports button and then click Grade Book Student Course Summary Report



- In the Report Parameters dialog box, choose whether to print the class average and other information
- Select the Marking Period (the current period is the default)
- In the Additional Options section, select either Print Student Name or Print Student Lumen ID#
- Click OK
- A pdf report is generated and displayed on the screen. Select File > Print or click the printer icon on the toolbar to print the pdf.

