

## Sign-in Sheet Print Out

1. Login to Gradebook.
2. Click on **New Report** under **Reports**, located on the left hand side of your main page.



The screenshot shows the main navigation menu on the left side of the page. The menu is organized into several categories:

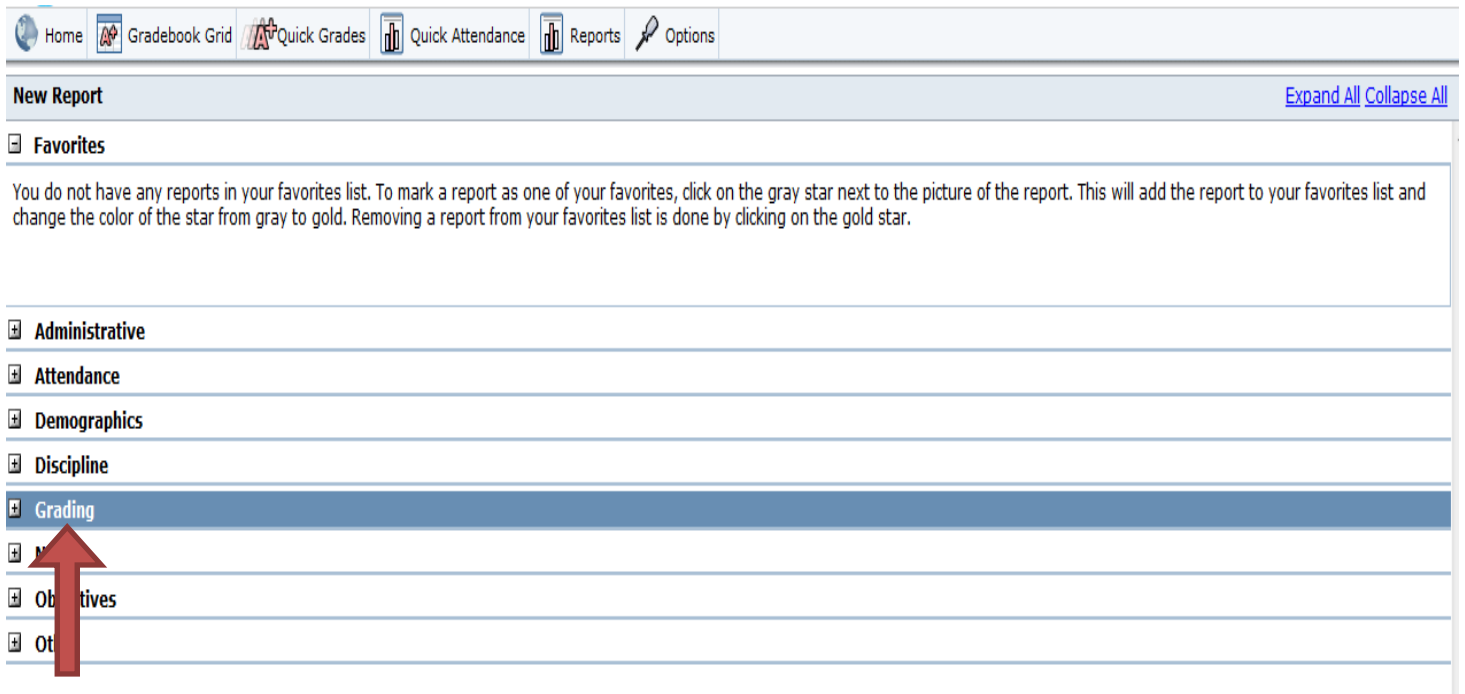
- Attendance** (with a person icon): Batch Attendance, Attendance Editor, Quick Attendance, Attendance Grid, Seating Chart.
- Gradebook** (with a document icon): Quick Grades, Gradebook Grid.
- Reports** (with a bar chart icon): My Reports, **New Report** (highlighted with a red arrow), Student Scheduler, Student Explorer.
- Options** (with a toolbox icon): Class Options, Edit Profile, Manage Devices.
- Groups** (with a group of people icon): Student Groups.

On the right side of the page, there is a **Messages** section with the following content:

Teachers: new information about Notes and Discipline (pages 32-33): [New! Teacher's Reference Manual](#) - updated 04/10/2012

Attendance Managers: new information regarding student groups and using batch attendance (page 10): [NEW!! Attendance Manager's Reference Guide](#) - updated 04/10/2012

3. On the New Report page, click on the **Grading** tab to open.



The screenshot shows the 'New Report' page. At the top, there is a navigation bar with the following tabs: Home, Gradebook Grid, Quick Grades, Quick Attendance, Reports, and Options. Below the navigation bar, the page title is 'New Report' with links for 'Expand All' and 'Collapse All' on the right.

Under the 'New Report' title, there is a section for 'Favorites' with the following text:

You do not have any reports in your favorites list. To mark a report as one of your favorites, click on the gray star next to the picture of the report. This will add the report to your favorites list and change the color of the star from gray to gold. Removing a report from your favorites list is done by clicking on the gold star.

Below the 'Favorites' section, there is a list of report categories, each with a small icon to its left:

- Administrative
- Attendance
- Demographics
- Discipline
- Grading** (highlighted with a red arrow)
- Notes
- Objectives
- Other

