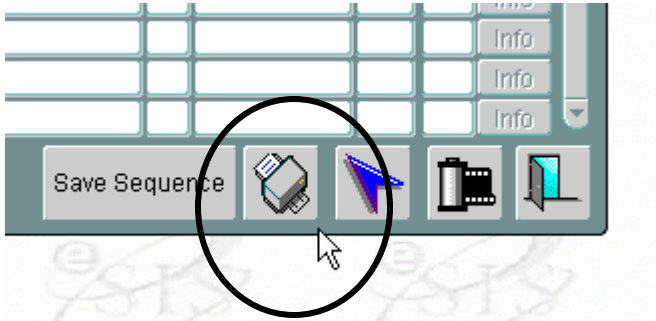


## Reports and Printing From The TA

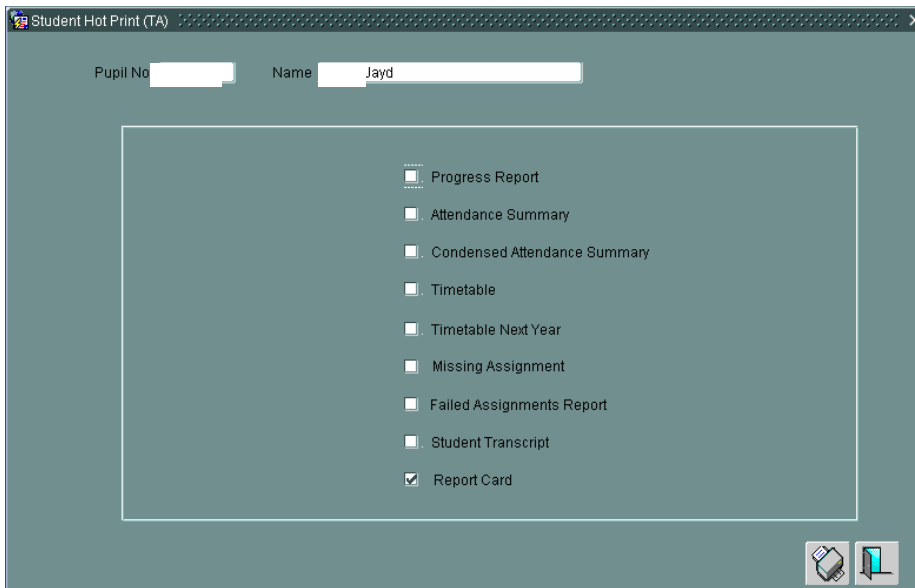
### Basic printing concepts in BCeSIS

Note that the print function will always open a new browser window displaying the report. If the browser window won't open it is because you still have popup blockers enabled. It is from this window that you will actually print the document.

- The printer icon at the bottom of the page is the print option button.

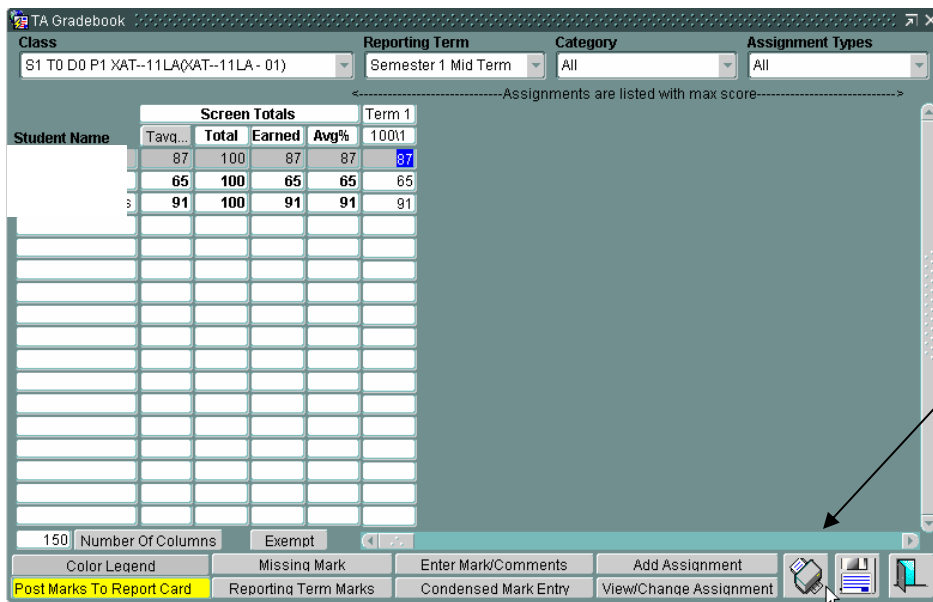


- Any time you see this icon at the bottom of the page you have a report available for printing.
- From the main TA screen, the print icon below the class list takes you to the Student Hot Print screen. The following report options are available:



- Click to select the report of your choice.

- When in the Spreadsheet (TA Gradebook below) you can print a mark summary of your class.



- From the main screen is the Reports button which will take you to the majority of available reports.

