INSTRUCTIONS FOR PRINTING A WEB GRADE REPORT WITH FONTBONNE LOGO

Requires Internet Explorer version 6 or greater

Available on Campus Lab computers and as a download from Microsoft at no cost

Go to the Fontbonne University home page: http://www.fontbonne.edu.
Click the "I am…" drop down in upper right corner, and choose "a Current Student" from the list.
Click the Student Information Management link.

Click the "for Students" button, and logon using your Fontbonne ID number and the WEB password in accordance with the directions in red below the button.

Click Grades in the left column.

Set Options to the correct program, semester, and year by clicking the Set Options button.

Once the Grade Report has run:

- Click Edit from the menu bar at the top of the screen.
- Choose Select All.
- Click File from the menu bar at the top of the screen.
- Choose Print Preview.

When the Print Preview screen appears:

> Verify that both sections of the page show up (i.e., the left column with the Fontbonne University Logo **AND** the right column with the Grade Report.

Choose Print from the menu bar at the top of the screen. If a Properties dialogue box appears, OK the correct printer.

The page that is printed will replicate the Print Preview Page with the Fontbonne University Logo.

Click the close button to exit the print preview screen.

Be sure to close the browser when finished so no one else can access your student data.

If you must have a Student Grade Report printed on Fontbonne University Stationery, send a signed letter to the Registrar's Office requesting that a copy of your current semester's Student Grade Report be mailed to you. Be sure to include the address to where you want it sent.

Alternatively, you may use the Blue Student Request form available is the form's rack by Ryan 206. Please complete the information at the top of the form, sign it [signature is required], check the Student Grade Report section, enter the semester/year, and provide your mailing address.