

Updated student logins are in R/Staff/Student Logins. Fill free to print 2 copies of your new list (one for sub folder).

How to print your class logins:

1. **Highlight your** students' data. (Click in first cell, hold, and drag to last cell and release)
2. Click **File/Print** and the print window will appear like below:
3. Choose your printer or copier.
4. Under **Settings**, choose the drop down next to print active sheets and choose **Print Selection**.
5. (You can choose the drop down arrow next to custom settings and choose Fit Sheet to One Page or you can choose Custom Scaling Options and fit to whatever percent you want.)
6. Click the big **Print button** at top of print window.

