

Creating a Digital Copy of the Final Grades Submission Page

The easiest way to create a digital copy of your Final Grades submission page is to print the page to a PDF file. To do this, navigate to the Final Grades submission page and <u>submit your</u> <u>grades</u>. After you submit your grades, load your browser's print menu.

In Chrome

The Print menu can be accessed by pressing **Ctrl + P (command + P on a Mac)** on your keyboard. If this does not load the print options you can access them through the browser's option menu:



Select **Change** in the **Destination** option:



Page 1



Select **Save as PDF** from the list.

Select a destination	
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Select Save:

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Using the menu provided, set a name for the file and choose a location in which to save it.

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Music	LeadershipOCCC	10/5/2016 2:43 PM	File folder			
Pictures	MathMagic Equation Editor	4/15/2016 12:15 PM	File folder			
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This will create a digital copy of your Final grades submission page which can be emailed to your division.



In Firefox

The Print menu can be accessed by pressing **Ctrl + P (command + P on a Mac)** on your keyboard. If this does not load the print options you can access them through the browser's option menu:



In the browser print options, select Adobe PDF as the printer:

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Select OK in this menu.



Using the menu provided, set a name for the file and choose a location in which to save it.

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If you have any questions or need assistance with this process please contact the Center for Learning and Teaching at 405-682-7838 or <u>clt@occc.edu</u>.