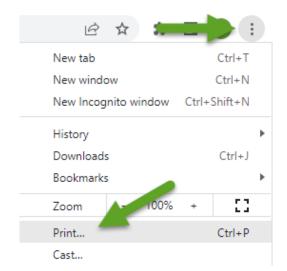


Creating a Digital Copy of the Midterm or Final Grades Submission Page

The easiest way to create a digital copy of your final or midterm grades submission page is to print the page to a PDF file. To do this, navigate to the final grades submission page and submit your grades. 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 options menu:



Click on the dropdown next to **Destination** and select the **Save as PDF** option. Next, select **Print**.





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

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∧ Hide Folders				Save	Cancel	

This will create a digital copy of your final or midterm grades submission page, which needs to 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, use the browser's options menu:

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	Save Page As Ctrl+S						
7	Print						



Next, select **Print** from the top menu.

👏 New Tab - Mozilla Firefox					
Print Paye Setup	P <u>a</u> ge: 🙀	• 1 of 3	• •••	<u>Scale:</u> Shrink To Fit \sim	Portrait Landscape

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

Print .	×
General	
Select Printer	
≣ ª Fax	📇 Send To OneNote 16
Aicrosoft Print to PDF	🚍 Snagit 12
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Status: Ready	Print to file Preferences
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 All 	Number of copies: 1
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O Pages: 1	
	11 22 33
Enter either a single page number or a single page range. For example, 5-12	
	Print Cancel

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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This will create a digital copy of your final or midterm grades submission page, which needs to be emailed to your division.

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