



Printing a Grade Report for Auditing

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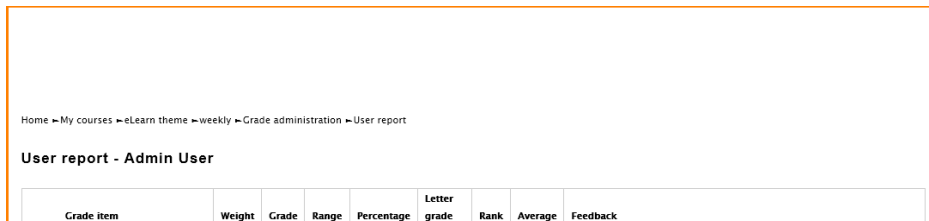
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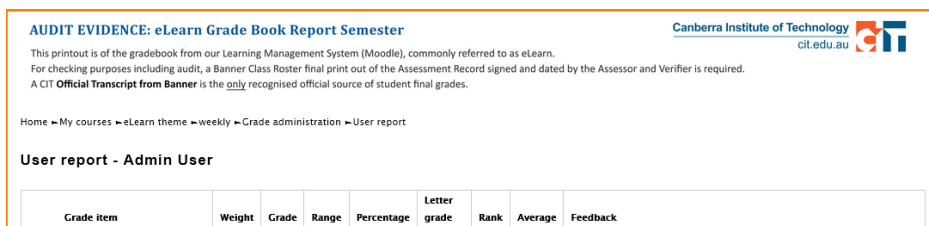
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Overview

When trying to print a grades report page, are you seeing this:




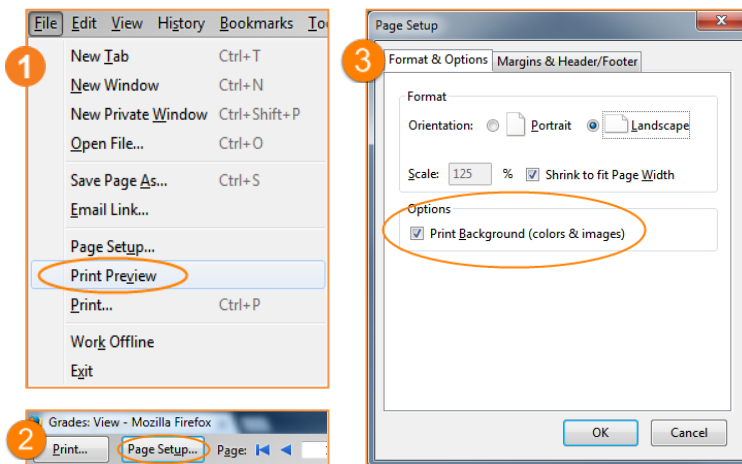
when you want to see this?




Then follow the steps in this guide to get your browser to print background images.

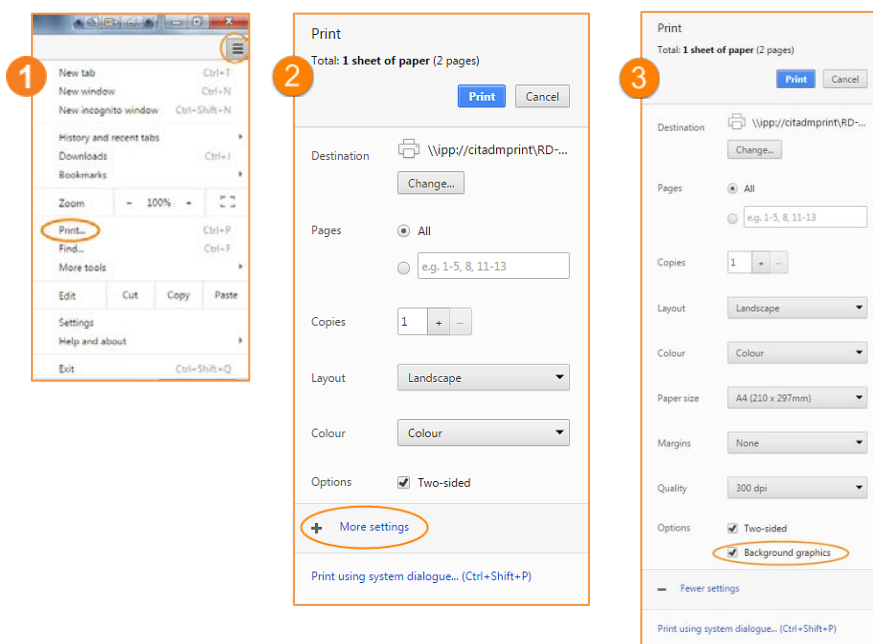
Firefox

- On any 'grades' page in eLearn (accessed through the Administration block), click on **File** in the browser's menu in the top left corner of the screen, and choose **Print Preview**, (or the **Print** icon through the menu icon in the top right of the screen ).
- Once the page has finished loading, click **Page Setup** (top left corner of the screen).
- In the box that pops up, click the checkbox under **Options** in order to **Print Background (colors & images)**
- Click **OK**.
- You should now be able to see the auditing header and footer. You may need to adjust the margins in order to fit the header and footer onto the page properly.
- Print as usual.



Chrome

- On any 'grades' page in eLearn (accessed through the Administration block), click on the browser's menu in the top right corner of the screen , and choose **Print...**
- On the left of the page that appears, click **More settings**.
- Next to **Options**, click the checkbox next to **Background graphics**.
- You should now be able to see the auditing header and footer. You may need to adjust the margins in order to fit the header and footer onto the page properly.
- Adjust any other print settings that you desire and click **Print**.



Internet Explorer

1. On any 'grades' page in eLearn (accessed through the Administration block), click on **File** in the browser's menu in the top left corner of the screen, and choose **Print Preview**, OR, click the cog icon in the top right of the window to access the Print > Print Preview... option.
2. On the page that appears, click the **settings cog icon** in the top menu (see image below).
3. In the box that pops up, click the checkbox next to **Print Background Colors and Images**.
4. You may need to adjust the **Margins** in order to fit the header and footer in. 10 is a good size.
5. Click **OK**.
6. You should now be able to see the auditing header and footer.
7. Print as usual.

