

# Directions for Printing Midterm/Final Evaluations

## In Internet Explorer and Firefox

### Print in Internet Explorer:

\*Make sure all 3 sections (Evaluation, Dispositions, Midterm Status) are open *before* printing.

- Go to Tools at the top of the screen
- Click Internet Options
- Advanced Tab
- Scroll down to Printing
- Put a check in the box marked Print Background Colors & Images
- Click OK
- Click File
- Print Preview (to make sure blue boxes are showing up)
- Print

\*The page will then print out with the colored boxes highlighted so you know which boxes the teacher chose.

### . Print in Firefox:

- Go to File at the top of the screen
- Click Print Preview
- Click Page Setup button at very top of page
- Click Format & Options Tab
- Put a check in the Print Background Box
- Click OK
- Click Print button at very top of page
- Click OK

*(You can just hit the Print button (if the print Background Box stays checked) after the first time you do the above steps.)\**The page will then print out with the colored boxes highlighted so you know which boxes the teacher chose