

## How to Print Submitted Grades in Athena

### Print using Export Template Option

1. Log into Athena and select the image on the Faculty Services tile.
2. Select Classes & Grades, then Grade Entry
3. Select the appropriate CRN to access the grades you wish to print.
4. Click the gear icon in the top-right corner of the page.
5. Click "Export Template" and then "Export" to export an Excel version of the grade list.
6. Open the Excel document, select "File," and then "Print" to print the grade list.

### Print using Student Roster View Option

1. Log into Athena and select the image on the Faculty Services tile.
2. Select Classes & Grades, then Grade Entry.
3. To reorient your page to Student Roster view, re-size the screen by selecting the box icon in the top right corner of the browser next to the "X" option.
4. Select the appropriate CRN to access the grades you wish to print.
5. Click the "Student Roster" option on the bottom right of the course to view the list of students and grades.
6. Select "File," then "Print" on your browser to print the grade list.

Faculty also have the option to make screenshots of their grade lists and print the screenshots for their records.