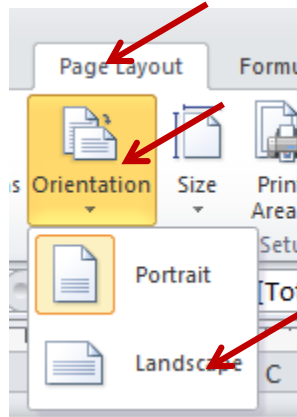


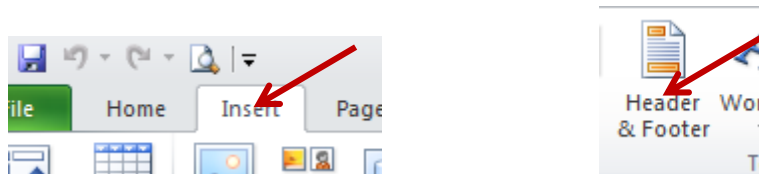
Formatting Grades and Attendance

Use this help document as guidance to format your grades and attendance spreadsheets generated after exporting from Wallace's Learning Management System

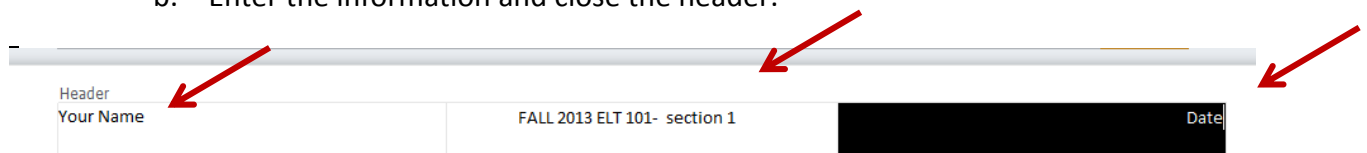
1. Be sure the spreadsheet is horizontal, Click **<Layout>**, **<Orientation>** and **<Landscape>**.



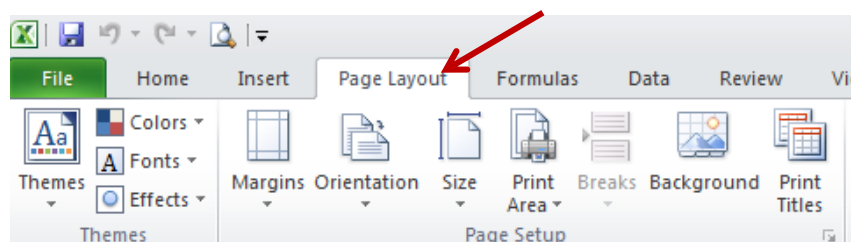
2. Add header and include your name, course name, term and year
 - a. Click **<Insert>**, **<Header & Footer>**.



- b. Enter the information and close the header.

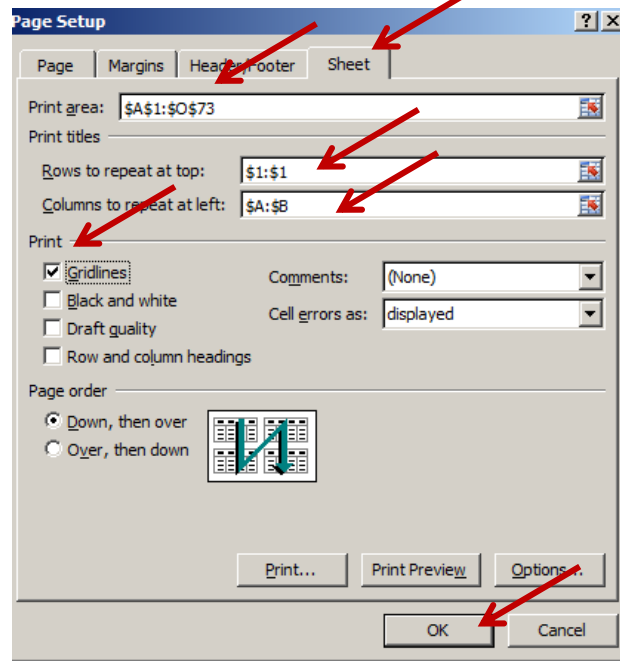


3. Use common sense and make the columns the smallest width possible that is logical. I.e.: widen the last name and perhaps narrow the grade columns.
4. Click the **<Page Layout>** tab. Set the print area, gridlines, and add the rows to repeat at top and the columns to repeat at sides
 - a. Click **<Page Setup>** - Small Square in lower right corner.



Formatting Grades and Attendance

- b. Click <Sheet> tab
- c. Set the print area by dragging mouse over whole area or keying in upper left and lower right corners of the spreadsheet.
- d. Set the row with the column headers to repeat (row 1)
- e. Set the first and last name column to repeat (column A and B).
- f. Check the gridlines and hit <OK>.



5. Print the document and save the file for at least a year.
 - a. <File> , <Save As>, name the sheet and change the type to .xlsx

