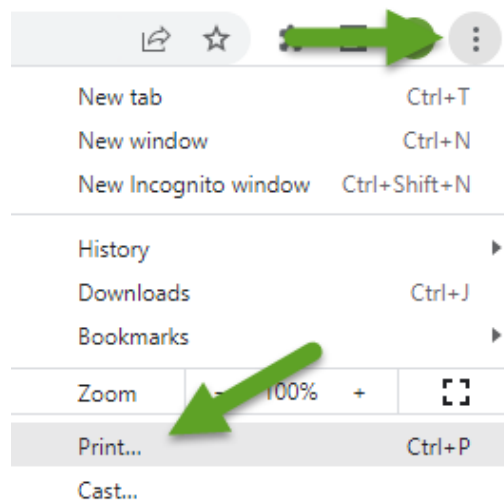


Creating a Digital Copy of the Midterm or Final Grades Submission Page

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

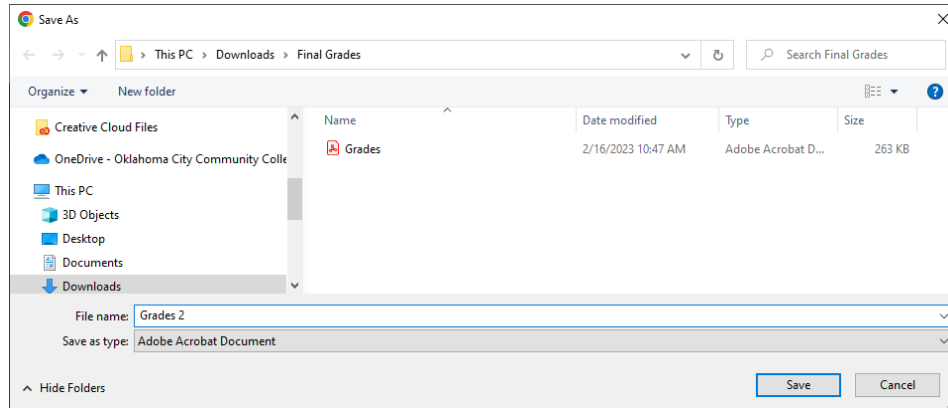
The Print menu can be accessed by pressing **Ctrl + P (Command + P on a Mac)** on your keyboard. If this does not load the print options, you can access them through the browser's options menu:



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



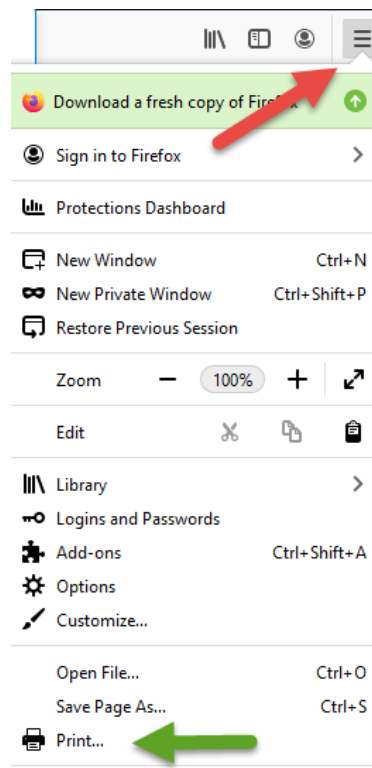
Using the menu provided, set a name for the file and choose a location in which to save it.



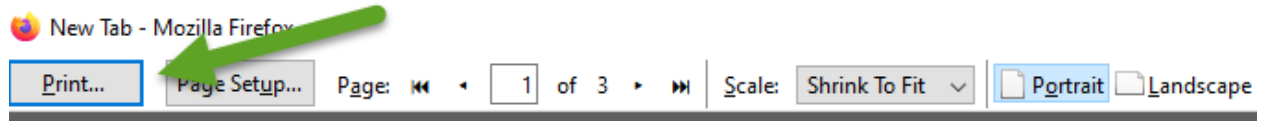
This will create a digital copy of your final or midterm grades submission page, which needs to be emailed to your division.

In Firefox

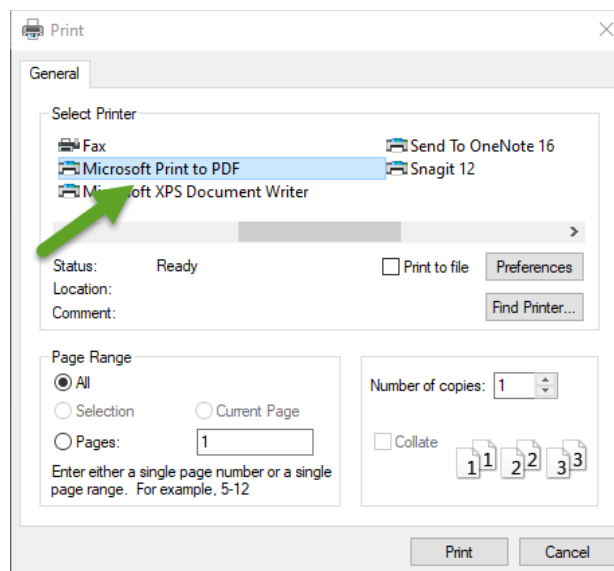
The Print menu can be accessed by pressing **Ctrl + P (Command + P on a Mac)** on your keyboard. If this does not load the print options, use the browser's options menu:



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

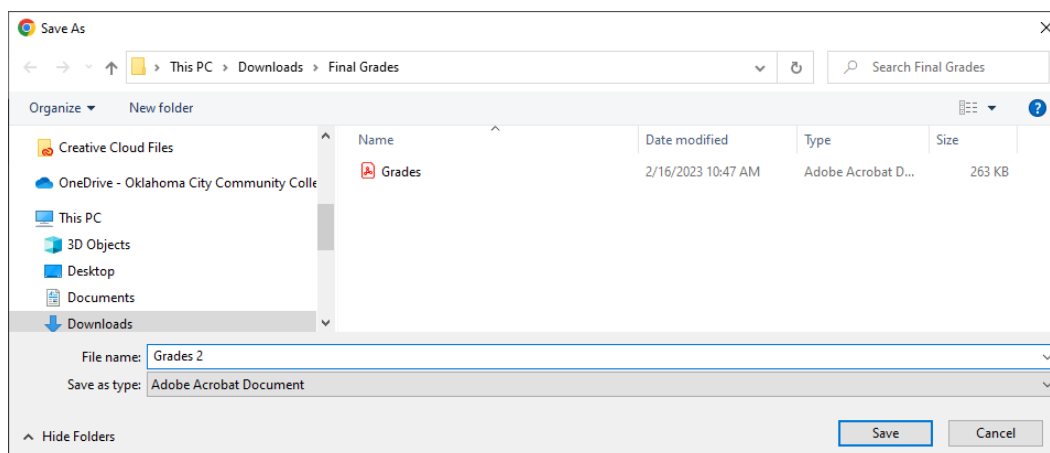


In the browser print options, select Adobe PDF as the printer:



Select **OK** in this menu.

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





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.