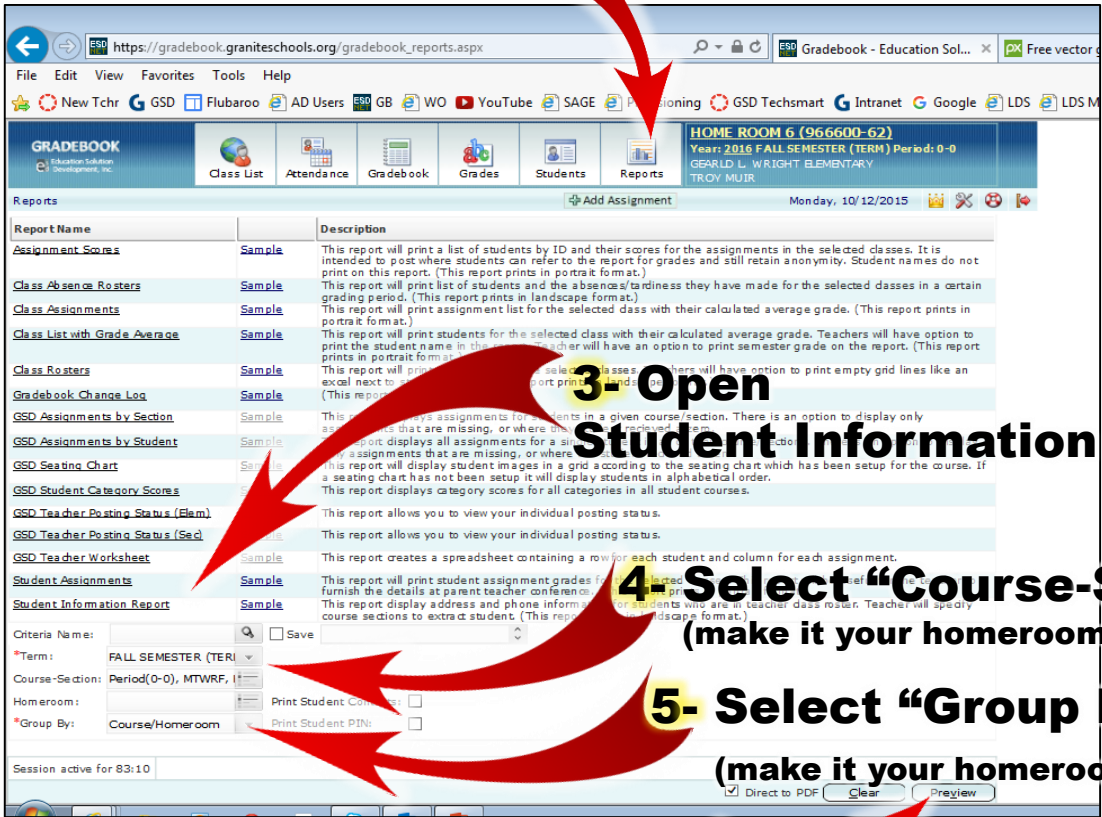


# Creating a Student eMail List

- 1- Open GradeBook
- 2- Select Reports



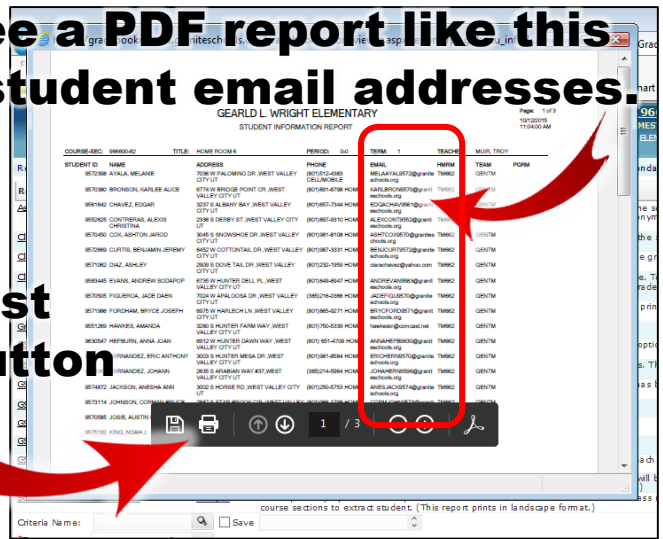
3- Open Student Information Report

4- Select "Course-Section" (make it your homeroom)

5- Select "Group by" (make it your homeroom)

6- Hit "Preview"

7- You will soon see a PDF report like this that includes the student email addresses.



8- Hover over the list and hit the print button