How to Print Your Grades from Generals Online

1. Login to Generals Online (https://herkimer.open.suny.edu) and click on your course.
2. Select Full Grade Center under Grade Center in the Course Management area.
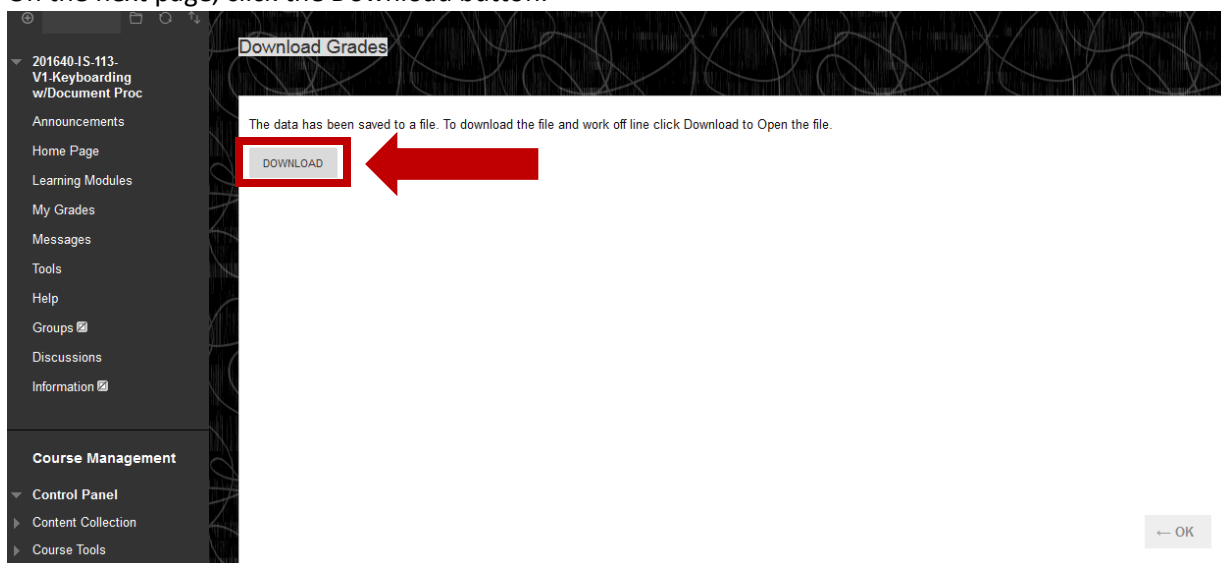3. In the upper right hand corner, select Work Offline, then Download:
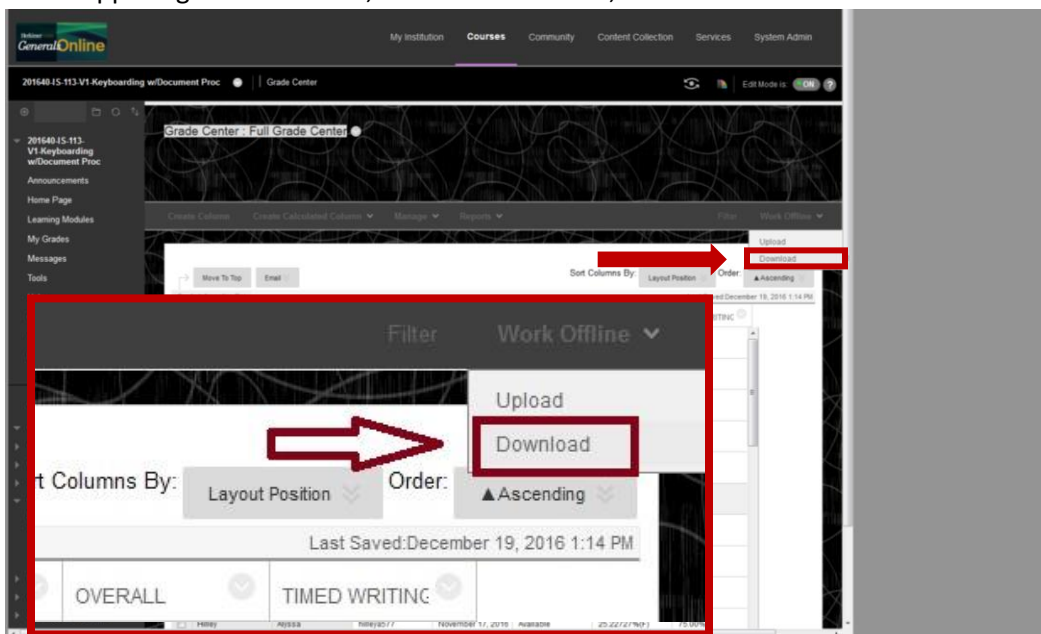
4. You will then get the Download Grades page. For Data, select "Full Grade Center". For Options, select Comma for Delimiter Type and No to Include Hidden Information. For Save Location, select My Computer and click Submit.

5. On the next page, click the Download button:

6. You should then be prompted to either Open with Microsoft Excel or Save File. Select Open with Microsoft Excel and click OK:
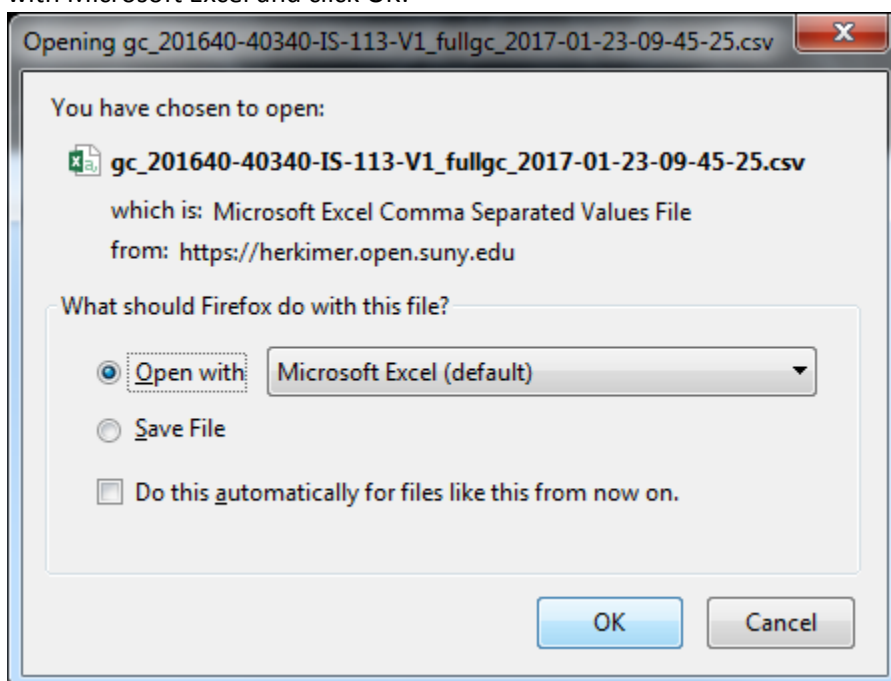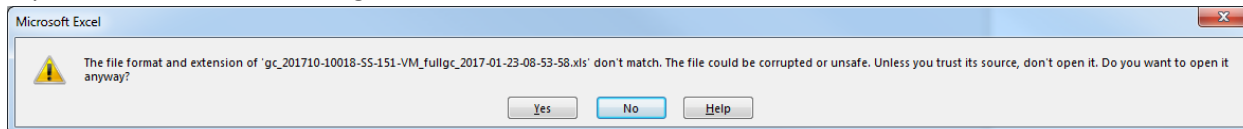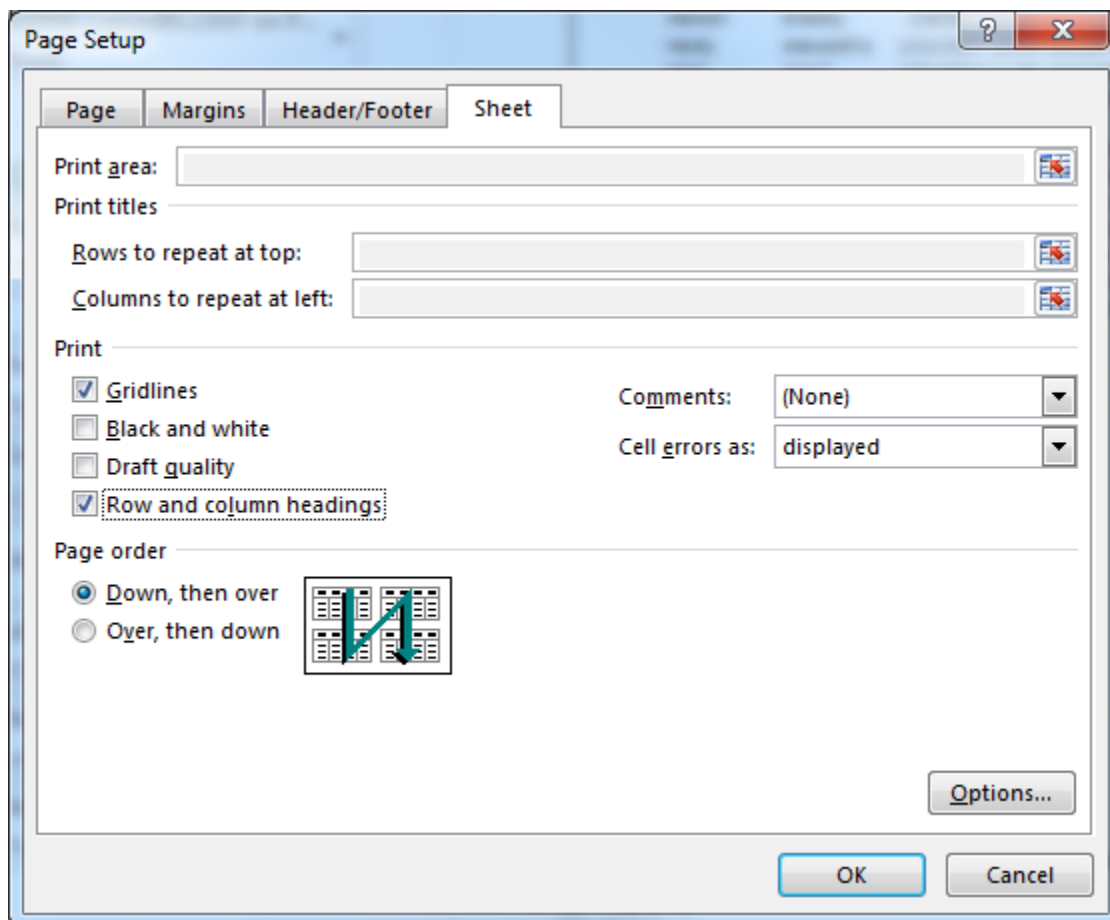

7. If you receive an error message. Click Yes:

8. Excel should now open:

9. In Excel, expand the first 4 columns so that you can view the column content. You can do this by hovering over the right most section of each column's header until your cursor is a cross with arrows that point left and right. Once the cursor changes to the double pointing arrow, double left-click to expand the column contents to the size of the widest entry. Repeat for the first four column headings (Last Name, First Name, Last Access and Username):

10. Select File – Print. Select Landscape Orientation, Print on Both Sides – Flip Pages on short edge (if your printer will allow double sided printing) and then click Page Setup:

11. After you click Page Setup, select the Header/Footer tab. Click the Custom Header… button.
Enter the semester, subject, course number and section, the course name and your name in the
Center Section and then click into the right section and click the Insert Page Number button.
Click OK. Select the Sheet tab and check Gridlines and Row and Column Headings, then click
OK.:

12. Click the Print button.