## Printing PreK/Kinder Checklists - FIX

1. Click on the Internet Explorer icon on your desktop.

2. In the address bar, go to the iCafe webpage and navigate to the Skyward Teacher Resources page > Click on Gradebook > Gradebook Posting – Elem

3. Scroll down to the Printing Pre-K & Kinder Checklists menu option and click on that option.
4. Click on the hyperlink inside the Printing Pre-K & Kinder Checklists resource to take you to the checklist print page.

5. After you have selected your class and the checklists load, click on the Actions button in the top left corner of the screen.

6. From the “Actions” menu, click “Print”.

7. When the print dialogue box opens, select the appropriate printer and click OK.