Printing Screens from the SIS

The Student Information System (SIS) does not support the printing of pages from the browser Print button. If you try to print a SIS screen from an Internet browser, the printed page will be blank or show only the header of the page.

There are a few ways to manipulate printing options in Internet Explorer and Firefox that will allow you to print full pages from the SIS.

Internet Explorer

Option 1

1. Right click your mouse on the screen and select Print.

2. The Print window will appear. Select your printer and click the Print button.

Option 2

1. Right click your mouse on the page and click Select all.
2. In IE 9: Select **Tools**, **Print**, then **Print Preview**.
   In IE 8: Select **File**, then **Print Preview**.

3. The Print Preview window appears. Click the second dropdown box from the left and select **As selected on screen**.

4. Click the last dropdown box from the left and select **Shrink to fit** (if it doesn’t appear already).

5. Click the **Print** button on the top left.

6. The Print window will appear. Select your printer and click the **Print** button.

**Mozilla Firefox**

1. Right click your mouse on the screen.

2. Place your mouse over **This Frame** and select **Print Frame**.
3. The print dialog box will appear. Select your printer and click **OK**.