



Printing One or Some Report Cards Centrally

Student Top Tab - Select the students you want to print using one of the following methods:

Methods to select: (A, B or C)

A. Use the filter to select an entire homeroom or a grade level

The image shows a screenshot of a software interface for filtering students. At the top, there is a search bar labeled "Search on Name" with a magnifying glass icon and a funnel icon. Below the search bar is a list of filter options. Two options are circled in black: "Homeroom = ?" and "Grade Level = ?". A white arrow points to the circled "Homeroom = ?" option, and another white arrow points to the circled "Grade Level = ?" option. The list of filters includes: Manage Filters..., Primary Active Students (checked), All Active Students, All Primary Students, All Secondary Students, All Students, Current Members, Former Students, Next Year Students, Active w/Designation, Bus Group = ?, Course Section = ?, Designation = ?, Future cross-enrollments, Group = ?, Homeroom = ?, Journals - Follow Up, My Students Cross-Enrolled to Other School, PreReg Students, Program = ?, Program of Study = ?, Pupil # = ?, SD73 PEN = ?, SD73 PhyAdrs IS Valid, SD73 PhyAdrs NOT Validated, User Account Created, SD73 Kindergarten, SD73 Primary, SD73 Intermediate, Grade Level = ?, No Program of Study, SD73 1701 Program =?, SD73 FN Ancestry, SD73 Primary Designation=?, SD73 Staff Portal Access Filter, and Secondary Active Students.



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B. Sort the students and then choose who you want by putting a checkmark next to their name.

<input type="checkbox"/>	School > ID	Pupil #	UsualLast	UsualFirst	Grade ▲	Homeroom
<input type="checkbox"/>	7324071	1399205	Barclay	Shaundehl	01	DIV 01
<input checked="" type="checkbox"/>	7324071	1414198	Coble	Mohammed	01	DIV 01
<input checked="" type="checkbox"/>	7324071	747614	Dansereau	Charlaine	01	DIV 01
<input type="checkbox"/>	7324071	1414287	Duffy	Ryna	01	DIV 01
<input checked="" type="checkbox"/>	7324071	1413766	Flintstone	Rodger	01	DIV 01
<input type="checkbox"/>	7324071	1405953	Hallman	Fran	01	DIV 02
<input type="checkbox"/>	7324071	1464997	Heinze	Xiao-Ping	01	DIV 02
<input checked="" type="checkbox"/>	7324071	1413756	Hudson	Ember	01	DIV 02
<input type="checkbox"/>	7324071	1399247	Jong	Phillippe	01	DIV 02
<input type="checkbox"/>	7324071	1399477	Kant	Caulleen	01	DIV 02

C. Do a search by name and bring up the student you want, checkmark next to their name

For B and C.....go to 'options - show selected' so that only those students are now showing on the screen.

Once you have isolated the students that you want to print on the screen, make sure they are all the same 'level' (eg. you don't have kindergarten mixed in with primary/intermediate).



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Now go to 'Reports' ' Report Cards - Kindergarten, Primary, Intermediate'. Choose the correct level for the students that you have showing on the screen.

Attendance Label FSS				
BC Homeroom List				
BC Homeroom Student List				
BC Student Information Verification Form	>			
BC Student Information with Photo				
BC Student Withdraw Form	ender	Pupil #	PEN	YOG
Class Absence Letter				2025
Honor Roll				2027
Nominal Roll				2023
Permanent Student Record				2025
Permanent Student Record Labels				
Report Cards				
Student Address Labels - 5161				
Student Address Labels - 5960				2025
Student Request Entry Status				2024
Grad Reports				2026
Ministry Reporting				2024
Other Jurisdiction				2022
Quick Chart				2028
Quick Report				2028
My Job Queue...				2028

Once you get the pop up menu, check the boxes that were recommended on the document 'Printing Report Cards Centrally' and click 'Run' at the bottom

Save the file to your desktop. Open it up on your desktop and send it to the printer.