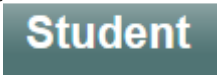


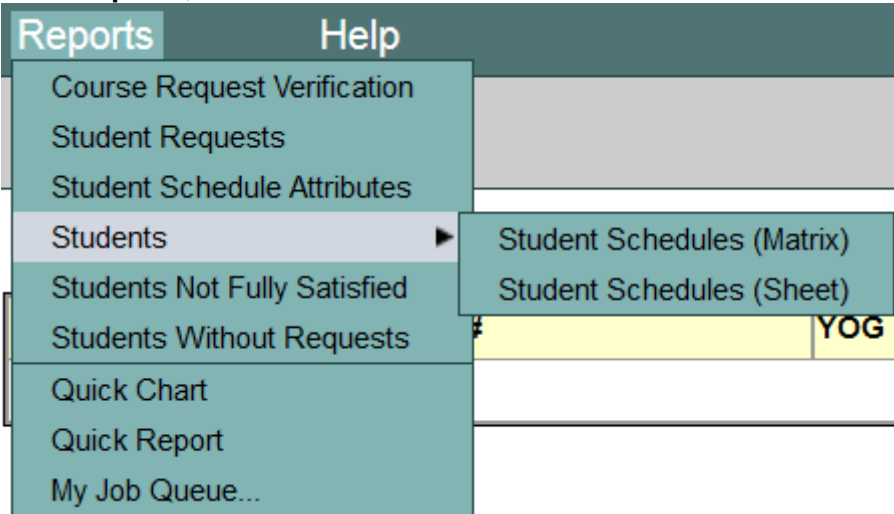


Printing Student Schedules for Next Year

In the Build View,



1. Click the **Student** top tab
2. Click **Reports**, then Students. You can select between a matrix or a sheet print out



3. A pop up opens:

Student Schedules (Matrix)

School	@KOOL
Students to include	YOG
Search value	
Sort students by	Name
Format	Adobe Acrobat (PDF)

Run Cancel

To print by grade, change **students to include** to **YOG**
Type in the value in **Search value**, then click **Run**