



**Printing Student Schedules**

In the *School View*,

*Method 1: A student at a time*

**Student** Top Tab, **Schedule** Side Tab, Reports → Scheduling Reports → *Student Schedules (Matrix) by Term* or *Student Schedules (Sheet) by Term*

**Student Schedules (Matrix) BY TERM**

School	Sa-Hali Secondary
Term	🔍 1. Select Terms.
Days to Include	🔍 2. Select 1 (or 1 and 2)
Students to include	All ▾
Search value	<input type="text"/>
Sort students by	Name ▾
Effective Date	03/09/2017 📅
Max days per page	8 ▾
Print Page Number	<input type="checkbox"/>
Format	Adobe Acrobat (PDF) ▾

Note: Most students terms are: FY, S1, and S2. Only mosaic rotations will use the other terms. When in doubt, select all of the terms

Note: Select the number of days(SKSS, Valleyview =1, Brock= 2, KSA=3)

**Student Schedules (Sheet) BY TERM**

School	Sa-Hali Secondary
Term	🔍 1. Select Terms
Students to include	All ▾
Search value	<input type="text"/>
Effective Date	03/09/2017 📅
Sort students by	Name ▾
Sort schedules by	Term ▾ 2. Select Term
Format	Adobe Acrobat (PDF) ▾

*Method 2: A group of students at a time*

**Student** Top Tab, Filter: Homeroom=?

Reports → Scheduling Reports → *Student Schedules (Matrix) by Term* or *Student Schedules (Sheet) by Term*

Method 3: The whole school

**Schedule** Top Tab, **Master** Side Tab

Reports → Scheduling Reports → *Student Schedules (Matrix) by Term* or *Student Schedules (Sheet) by Term*

Note: The sort students by: Homeroom does not work