

Printing Student Schedules for Next Year

In the Build View,

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

	Reports	Help		
l	Course Request Verification			
	Student	Requests		
	Student	Student Schedule Attributes		
	Students	\$	►	Student Schedules (Matrix)
ſ	Students	Students Not Fully Satisfied		Student Schedules (Sheet)
	Students	Without Requests	_	¥ YOG
I	Quick Chart			
ľ	Quick Re	eport		
	My Job C	Queue		

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**