



Technology Helper

Printing Student Lists from the Student Management Program

1. Enter School Office module in the student management program.
2. Click on the printer icon in the upper left hand corner.
3. On the records tab, click once on the student list report. (This will highlight the report.)
4. If you need to narrow your list down by class, with the correct report highlighted, click on the sort icon near the top of the window.
5. Drag the selection criteria you want to use (for example grade level) into the “Select Records Where” area.
6. Select the correct selection criteria in the lower box. This will tell the program which students you want on the list.
For example:
 You can select a grade level by selecting Grade Level Equal to xx.
 You can select a range of grades by selecting Grade Level Greater than xx and another criteria of Grade Level Less Than xx.
8. When complete click OK in the upper left hand corner.
9. Now click on the paper and magnifying glass to preview your report.
10. When you are sure you have the correct report, click on the printer icon at the bottom and your labels should print.