



Technology Helper

Printing Labels from the Student Management Program

1. Enter ANY module in the student management program.
2. Click on the printer icon in the upper left hand corner.
3. On the records tab, there are three label reports to choose from:
 - One per student
 - One per family
 - To the parents of
4. Click once on the label report you need. (This will highlight the report.)
5. If you need to narrow your labels down to a certain grade level or some other criteria, with the correct report highlighted, click on the sort icon near the top of the window.
6. Drag the selection criteria you want to use (for example grade level) into the “Select Records Where” area.
7. Select the correct selection criteria in the lower box. This will tell the program which students you want labels for.
 - 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 labels.
10. When you are sure you have the correct labels, place the correct number of label sheets in the printer.
11. Click on the printer icon at the bottom and your labels should print.