



# Technology Helper

---

## Printing Next Year Schedules 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. Click on the NEXT SCHED tab.
4. Click ONCE on STUDENT SCHEDULE to highlight it in the list below
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. (Remember the students Grade Year is the CURRENT YEAR and you are printing NEXT YEAR.)
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 schedules.
10. When you are sure you have the correct schedules, click on the printer icon at the bottom and your labels should print.