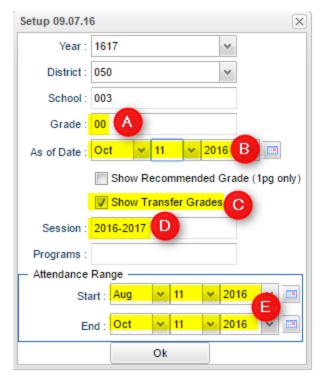
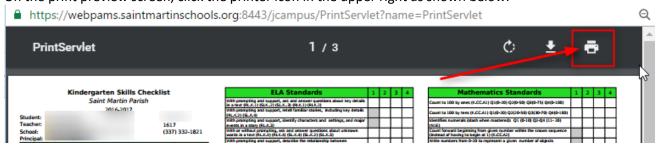
St. Martin Kindergarten Skills Report Card

School Printing Directions

- 1. <u>Load "legal" sized paper</u> into the printer.
- 2. On the left navigation panel, select Grades, List, and Flex Card Mass Print.
- 3. **Setup Box Options:** Set the "Year", "District", and "School" as normal.
 - A. Grade: Set to "00" for Kindergarten grade level.
 - B. **As of Date:** Set to the end of the grading period. For the first grading period, the date is "Oct 11, 2016".
 - C. Show Transfer Grades: Click to place a check in the option box. If working with a transfer student, if any results were entered at the previous school, they will be carried over on the print out.
 - D. **Session:** Type in "2016-2017". This will add this label to the information at the top of the form.
 - E. Attendance Range: Set to the start of the school year ("August 11, 2016") to the end of the current grading period (The end of the first grading period is "October 11, 2016").
 - F. Click the "Ok" button to begin.



- 4. A listing of Kindergarten students, sorted by homeroom, will be displayed on the screen. There is a select box in front of each student's name.
- 5. Select the students to be printed.
 - Click the "Select All" box to quickly select all students.
 - If only selected students are to be printed, click in the select box of the student(s).
- 6. <u>Click "Print Forms"</u> at the bottom right of the screen to obtain a print preview of the Kindergarten Skills Report cards.
 - *Reminder: Be sure "legal sized" paper has been loaded in your printer.
- 7. On the print preview screen, click the printer icon in the upper right as shown below.



- 8. A print dialog box will appear. Check / adjust the following settings:
 - A. **Destination**: Verify the destination printer. If needed, "Change" to the desired printer.
 - B. **Paper Size**: Set to "Legal".
 - C. **Options**: "Fit to Page":: Toggle the setting by clicking it off, then back on. This will make the printer adjust the skills report card to fit the legal sized paper.
 - D. **Print**: Click when the other settings have been checked/adjusted. The job will begin printing.

