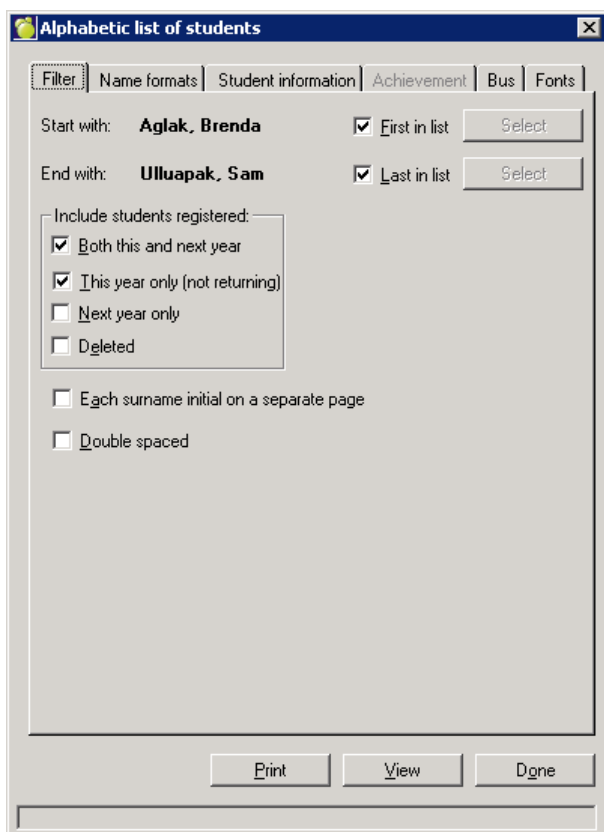


HOW TO PRINT AN ALPHABETICAL LIST OF STUDENTS

This document explains how to print a basic alphabetical list of students in SIS and how to include specific information on the report.

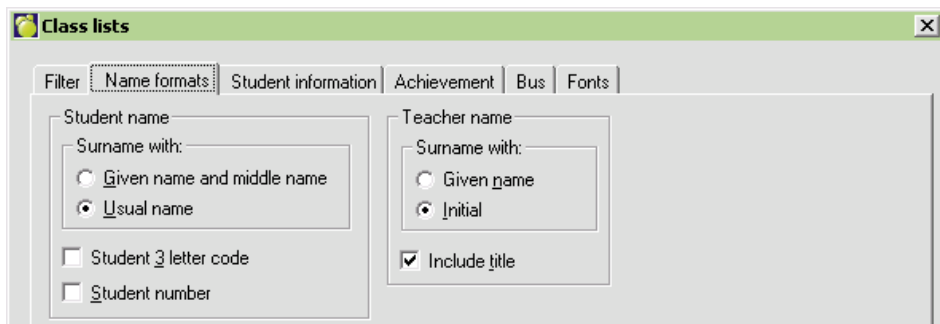
1. Go to **Students -> Print Lists -> Alphabetic List of Students**.

2. The **Filter** tab lets you choose which students to print on the report. By default, every student is included. However, if you want to select fewer students, uncheck the **First in list** or **Last in list** checkbox and select the first and/or the last student in the alphabetical report by clicking the **Select** button and searching for a particular student. This will limit the range of students included in the report.



Uncheck **First in list** or **Last in list** if you limit the range of students printed. Use **Select** button to select the new first and/or last student in the list. By default, every student in the school is included.

3. Go to the Name Formats tab and check if there is anything additional you would like to add to the report:



4. Next, go to the **Student Information** tab and uncheck **Student name only** if you want to print more information on the report than what is offered by default. For example, you may want to include **Gender**, **Date of birth** and **GN ID Number** on the report. There are many other options.

To add more fields/columns to the report, uncheck **Student name only** on the Student Information tab. Then, check off any boxes you would like to include in the report as columns (such as **Gender**, **Date of Birth**, **GN ID Number** etc.)

5. Go to the **Fonts** tab to fine-tune the look of the report. You may want to resize the font sizes on the report to make everything fit better on the page: click **Header/Footer** and select font **Arial** size 10. Do the same for **Title**, **Student name** and **Student info**. Also, check **Left justify student information** to make things even more compact.

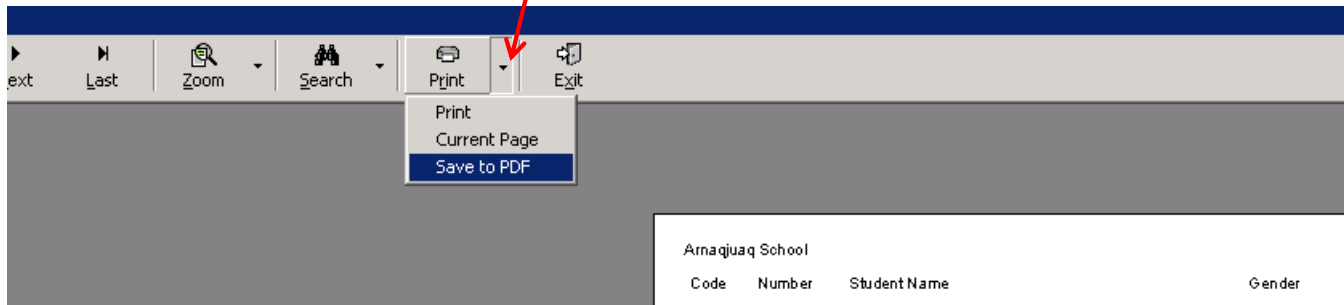
Click through these buttons and change the font to **Arial, 10pt**. This will make the report look cleaner if a lot of information is being displayed.

Selecting **Left justify student information** will condense horizontal spacing on the report and the report will look better.

6. Click the **View** button when ready to view the report. If you need to adjust it, close the report, make your changes in the tabs and click **View** again. You can print the report when you are happy with it (see next page for saving as PDF instead).

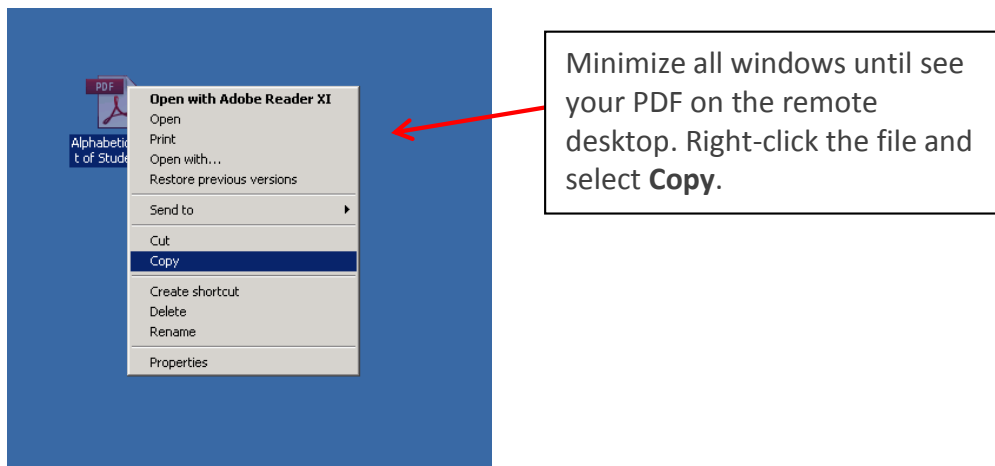
If you cannot print the report directly to a printer from your Remote Desktop session, you can save it as a PDF and copy to your local computer (works on a PC but not on a Mac), then print it to a printer. Or perhaps all you need is a PDF for emailing or storing.

1. When the report is open, click the little arrow next to **Print** and select **Save to PDF**. Save the PDF on the Desktop using an intuitive filename such as “Class List of Students”.



2. Close the report and minimize all other windows so that you can see the Desktop (remote desktop) where you just saved the file as a PDF document.

3. Right-click the PDF you just saved and select **Copy** (or left-click once and key in CTRL+C).



4. Minimize or move the remote desktop window so that you can see your own computer’s Desktop (= the *local* desktop). Right-click the local desktop and select **Paste** to copy the PDF to your own computer (instead of right-clicking, you can also just key in CTRL + V to paste the file).