

HOW TO PRINT CLASS LISTS

This document explains how to print lists of students in specific classes (i.e. courses that they are attending). In Maplewood, a *Class* is a subject or a course being taught by a teacher to a specific group of students. A *Class List* lists all the students taking that *Class*.

1. Go to **Students -> Print Lists -> Class Lists**

2. The **Filter** tab lets you choose which classes to print on the report. By default, every class offered in the school is included. However, if you want to select fewer classes, uncheck the **First in list** or **Last in list** checkbox and select the new values using the dropdown menus.

The screenshot shows the 'Class lists' dialog box with the 'Filter' tab selected. The 'Individual class list' checkbox is unchecked. The 'Start with' dropdown is set to 'Algiak, Bella () ELA K b' and the 'End with' dropdown is set to 'Tremblay, Naomi () SST'. Both 'First in list' and 'Last in list' checkboxes are checked. The 'Print Options' section shows 'Sort by' set to 'Teacher'. The 'Class Filter' section shows 'Pattern' set to 'Any' and 'Section' set to 'Any'. The 'Period in day' radio button is selected. The 'Term' dropdown is set to 'Any', 'Day' is set to 'Any', and 'Period' is set to 'Any'. The 'Include Deleted Students' checkbox is unchecked, 'Double spaced' is unchecked, 'Include class schedule in title' is checked, and 'Page break between classes' is unchecked. The 'Grouped Classes' section shows 'Print Grouped Classes Together' is unchecked and 'All Students Alphabetically' is unchecked. The 'Print', 'View', and 'Done' buttons are at the bottom.

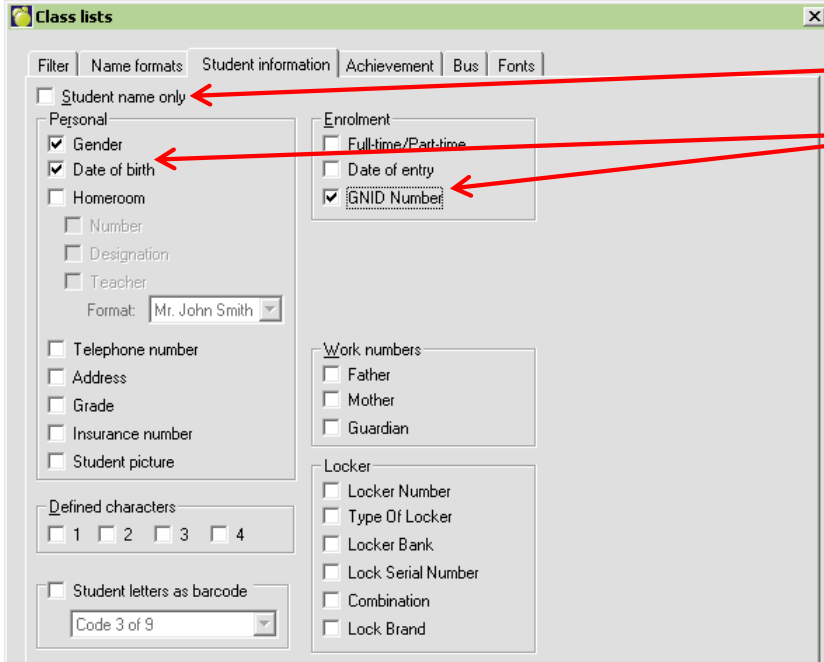
Uncheck **First in list** or **Last in list** if you want to limit the range of classes for which lists are printed. Use the dropdown menus to select new start and end values.

Check **Individual class list** if you want to print a list of students for only one Class. Select the class using the first dropdown menu.

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

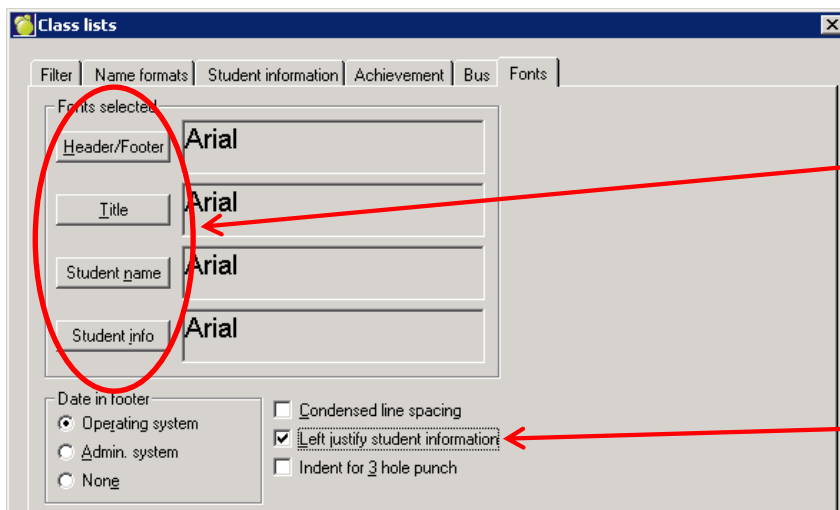
The screenshot shows the 'Class lists' dialog box with the 'Name formats' tab selected. The 'Student name' section shows 'Surname with:' set to 'Usual name'. The 'Teacher name' section shows 'Surname with:' set to 'Initial' and 'Include title' checked. The 'Student 3 letter code' and 'Student number' checkboxes are unchecked.

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.



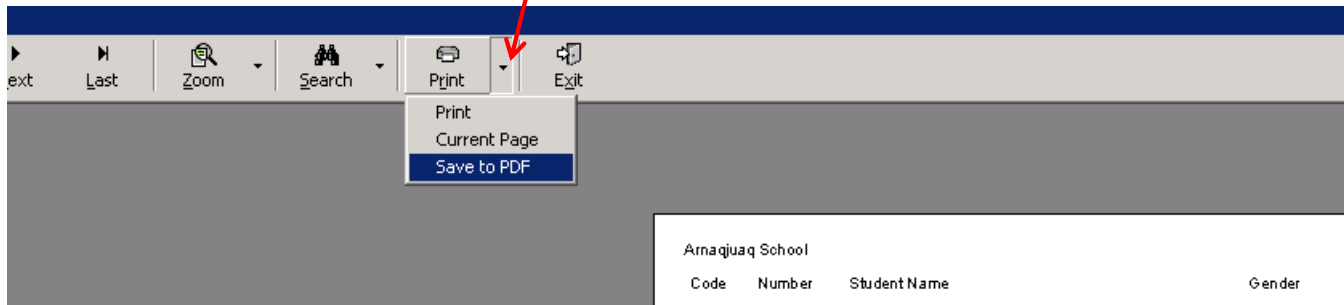
Click through these buttons and change the font to **Arial, 10pt**. This will make the report look cleaner if a lot of information is being displayed.

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).

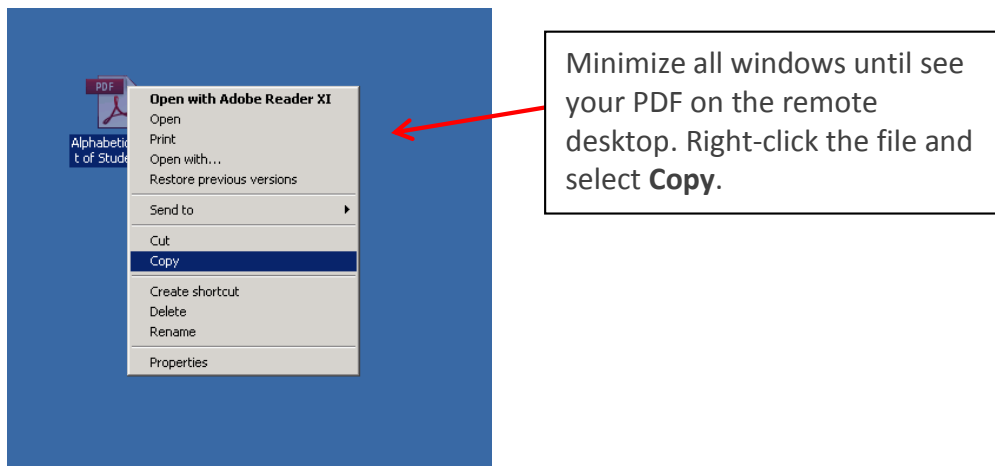
If you cannot print the report directly to a printer from your Remote Desktop session, you can save it as a PDF and copy to your local computer (works on a PC but not on a Mac), then print it to a printer. Or perhaps all you need is a PDF for emailing or storing.

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).



Minimize all windows until see your PDF on the remote desktop. Right-click the file and select **Copy**.

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).