

HOW TO PRINT STUDENT HOMEROOM LISTS

This document explains how to print lists of students in different Homerooms.

1. Go to **Students, Print Lists, Homeroom lists**.

2. The **Filter** tab lets you choose which homerooms to print on the report. By default, every homeroom is included. However, if you want to select fewer homerooms, uncheck the **First in list** or **Last in list** checkbox and use the dropdown menus to select the new start and end values. You can also check **Individual homeroom list** if you want to print students in only one homeroom.

The screenshot shows the 'Homeroom lists' dialog box with the 'Filter' tab selected. The 'Individual homeroom list' checkbox is unchecked. The 'Start with' dropdown is set to 'B. Algiak K-PM 1' and the 'End with' dropdown is set to 'N. Tremblay Y4/5 8'. The 'First in list' and 'Last in list' checkboxes are checked. The 'Sort by' section has 'Teacher' selected. The 'Student information' radio button is selected. The 'Month' dropdown is set to 'September' and the 'Number of marks' is set to '10'. The 'Print', 'View', and 'Done' buttons are at the bottom. A blue arrow points from the 'Individual homeroom list' checkbox to a text box. Two red arrows point from the 'First in list' and 'Last in list' checkboxes to another text box.

Uncheck **First in list** or **Last in list** if you want to change the default of printing every homeroom in the school. Use the dropdown menus to select the new start and end homerooms for the report.

Check **Individual homeroom list** if you want to print a list of students in a single homeroom. Select the homeroom using the first dropdown menu.

3. Go to the **Student Information** tab and uncheck **Student name only** if you want to print more than just the student name on the report. For example, you may want to include **Gender** and **Date of birth** on the report. There are many other options.

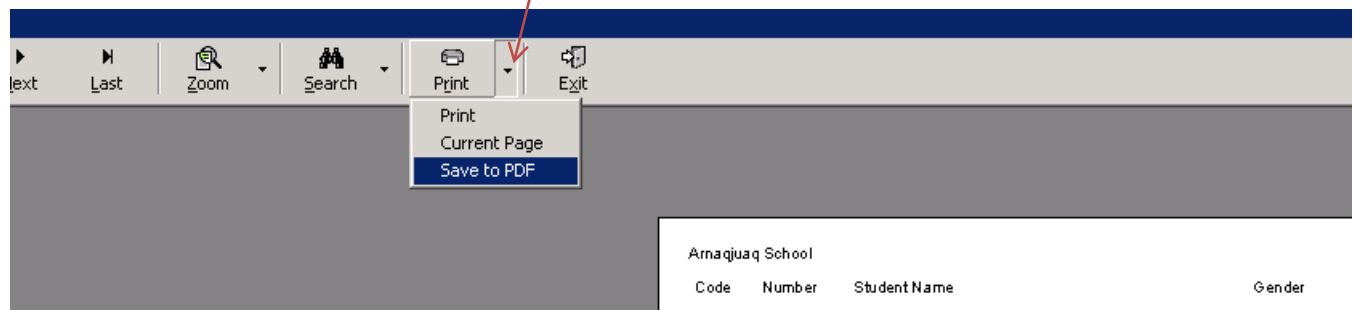
The screenshot shows the 'Alphabetic list of students' dialog box with the 'Student information' tab selected. The 'Student name only' checkbox is unchecked. Under the 'Personal' section, the 'Gender' and 'Date of birth' checkboxes are checked, with red arrows pointing to them from the text above. Other options include 'Homeroom', 'Number', 'Designation', 'Teacher', 'Format' (set to 'Mr. John Smith'), 'Telephone number', 'Address', 'Grade', 'Insurance number', 'Student picture', 'Enrolment' (with 'Full-time/Part-time', 'Date of entry', 'Accumulated credits', and 'Alberta Student Num.'), 'Work numbers' (with 'Father', 'Mother', and 'Guardian'), and 'Locker' (with 'Locker Number', 'Type Of Locker', 'Locker Bank', 'Lock Serial Number', 'Combination', and 'Lock Brand'). There are also 'Defined characters' (1, 2, 3, 4) and 'Student letters as barcode' (Code 3 of 9) options. At the bottom are 'Print', 'View', and 'Done' buttons.

4. Click **View** 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).

How to save the report as a PDF and copy to your local desktop

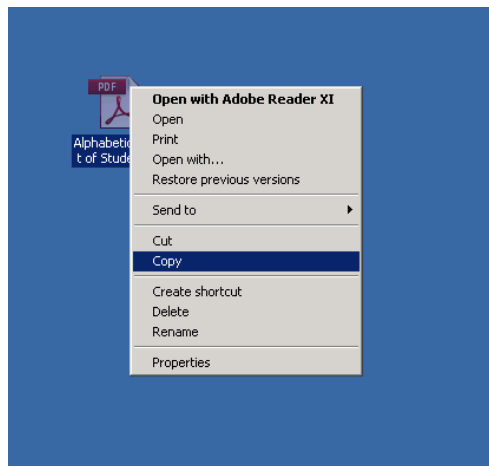
If you cannot print the report directly to a printer from your Remote Desktop session, you can save it as a PDF and copy to your local computer, then print it to a printer. Or perhaps all you need is a PDF.

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



2. Close the report and minimize all other windows so that you can see the Desktop (remote desktop).

3. Right click the PDF you just saved and select **Copy** (or use 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 (or use CTRL + V). Please note that pasting may not work on Macs but will work on Windows machines.