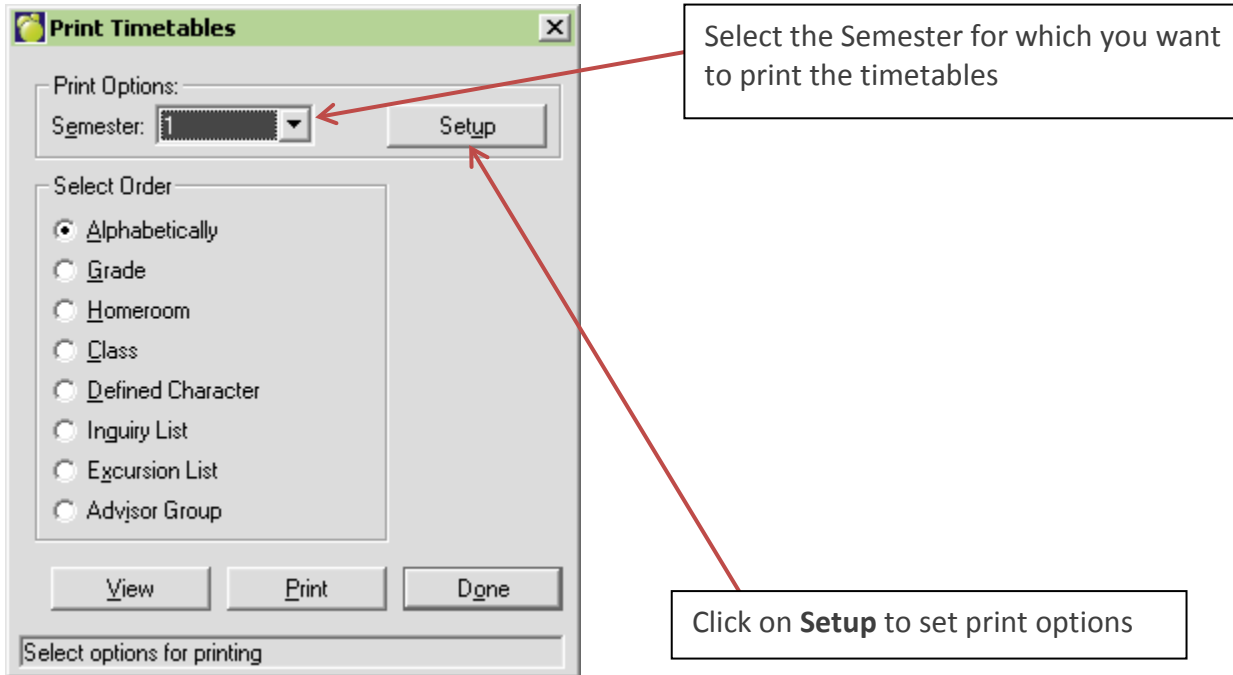


## HOW TO PRINT STUDENT TIMETABLES

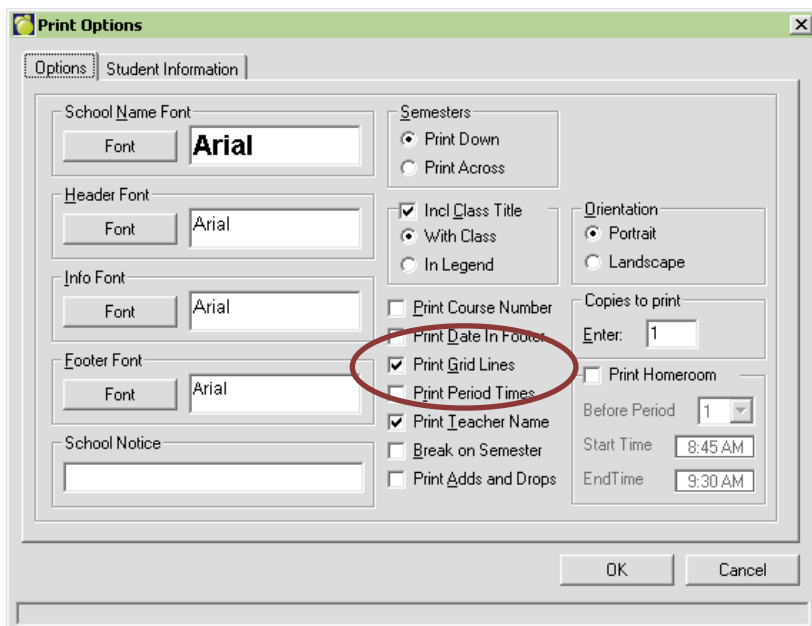
This document explains how to print student timetables to see what classes they have been assigned to and what their daily timetables look like. This report is not very useful for elementary schools as in most cases timetables are not inputted into Maplewood. This report will be more useful for high school grades.

### 1. Go to **Students - Print Timetables**

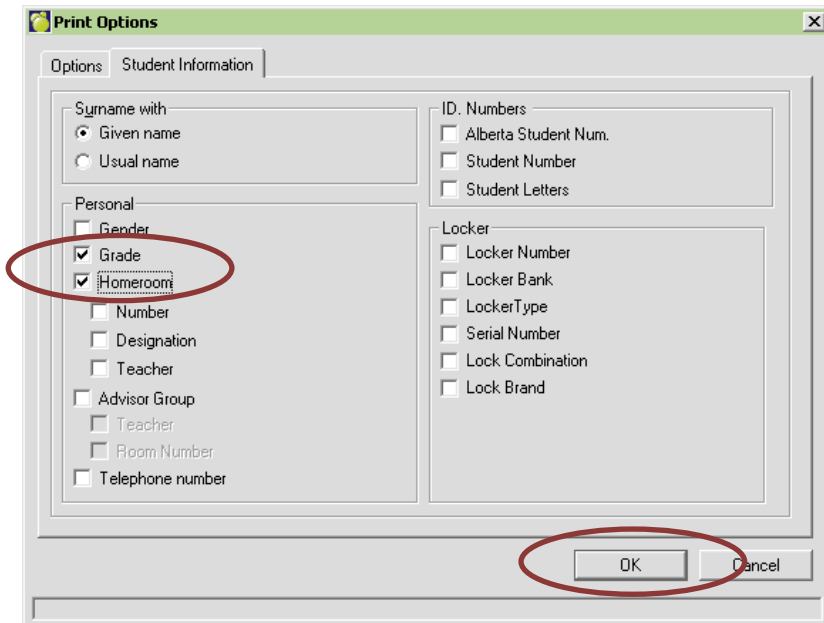
### 2. If printing Semester 1 timetables, select **Semester: 1** from the dropdown



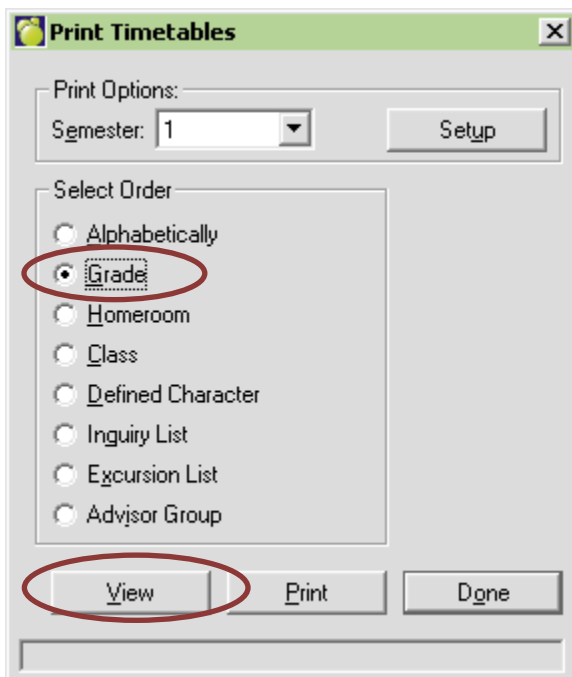
### 3. Click **Setup** button to set printing options. In the Print Options, it is good to at least check the box for **Print Gridlines**. You can check other boxes if desired.



While in Print Options, go to **Student Information** tab. Check the boxes for Grade and Homeroom if you wish to see those in the timetable printouts. Other options are available as well. Once ready, click **OK** to approve the print options.



4. Back in the Print Timetables dialog, select the way you want to print the timetables. Pick **Grade** if you want to print them by grade. Use another Select Order option as desired, such as Homeroom. Then click **View**.



5. In the next step, pick the grade(s). If you want to print timetables for one grade only, first check the **Individual** box at the top, then select the grade from the dropdown menu. Uncheck the box for **Deleted** as you probably do not want to see timetables for Deleted/Withdrawn students. Click **OK**.

**Selected Method - By Grade**

☒ Individual

First in list: 8 ☐ First

Last in list: 12 ☒ Last

Include students registered

☒ Both this and next year

☒ This year only (not returning)

☐ Deleted

Which Grade

☒ This year's Grade

☐ Next year's Grade

OK Cancel

6. The result should look something like below. The document below has **25** pages. Print the document using the **Print** button or click the little **down-arrow** next to Print to save it as a PDF for your records.

**Print Preview**

1 / 25

First Previous Next Last Zoom Search Print Exit

**Attagoyuk Illisavik**

Alpalialuk, Melinda Grade: 8

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6

Semester 1

Period	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
1	ATTAM8a Attendance AM M. Duffett 136	ATTAM8a Attendance AM M. Duffett 136	ATTAM8a Attendance AM M. Duffett 136	ATTAM8a Attendance AM M. Duffett 136	ATTAM8a Attendance AM M. Duffett 136	ATTAM8a Attendance AM M. Duffett 136
2	...	...	...	...	...	...
3	...	...	...	...	...	...
4	...	...	...	...	...	...
5	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136	ATTPM8a Attendance PM8 M. Duffett 136
6	...	...	...	...	...	...