

## How to Create and Print Reports

1. Click on a student
2. Click on “FERPA” Reason
3. Click on the “Reports” button at the top of the screen
4. Click drop menu of “Screen” and scroll and click on “Print Individual Reports” or “Print Bundle Reports”
5. Choose a report by highlighting it
6. Click on “Create”
7. Prepared Reports List window appears and the word “New” or “Working” appears in red under “Status”
8. Click on “Refresh” button
9. The word “Done” appears in black under “Status”
10. Click on “View” to the left of student name
11. Report appears
12. Click on printer icon on the upper left side
13. Close window by clicking on “X” (upper right side)
14. Delete prepared reports to avoid confusion when creating other reports
  - Click on box to the left of View in the “Prepared Reports List” screen and then click on “Delete”
  - Can delete several reports by clicking on the box on the far left side in the shaded area (2<sup>nd</sup> line); this will select all the reports
  - A window appears asking “Are you sure you want to delete this (these) item(s)?”
  - Click on “OK”
  - Close window or click on “Previous” if you want to create more reports