

Online Tutorial: Printing Labels with Parent Passwords

Step 1: From the start page, select all students by clicking “All” under the “Browse Students” heading.

Search Students



[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M F **All**

Select a function for this group of students

- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report
- Print Mailing Labels**
- Quick Export

Step 2: In the drop-down menu below, select “Print Mailing Labels.”

Option	Value
Print Mailing Labels For	The selected 7048 students
Use this mailing label layout:	Parent Passwords Avery (5160) <input type="button" value="v"/>
How Many Pages?	<input type="radio"/> One page only <input checked="" type="radio"/> All pages
Sort Order?	<input checked="" type="radio"/> Student's last name <input type="radio"/> Mailing Zip Code <input type="radio"/> Address Zip Code
When to print	ASAP <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/>

Step 3: Select “Parent Passwords Avery (5160).”

Step 4: Click the “Submit” button.

Step 5: Click “View” next to “Completed” to access and print off your labels.

Job Name	Started	Ended	Status
Parent Passwords Avery (5160)	08/03/2009 2:10 PM	08/03/2009 2:10 PM	Completed <input type="button" value="View"/>