

Online Tutorial: Printing Student Schedules

At the beginning of each semester, you should print student schedules.

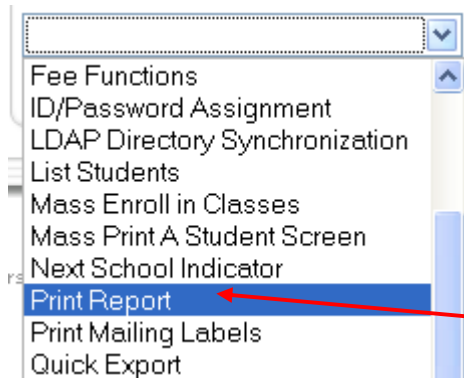
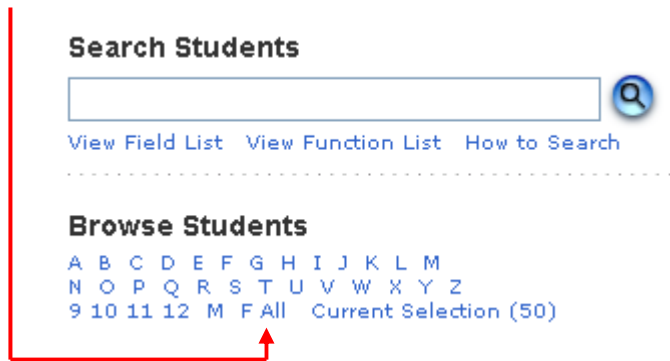
Step 1: From the start page, click on “Term” at the top of the screen.

School: Oscar De la Hoya Animo CHS
Term: 08-09 Year



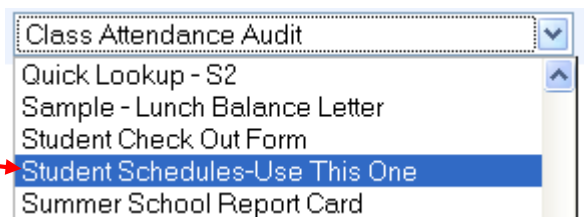
Step 2: Select the current semester.

Step 3: In the middle of your screen, click on “All” under the “Browse Students” heading.

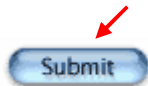


Step 4: Scroll down and select “Print Report” from the drop-down menu.

Step 5: In the drop-down menu next to the “Which report would you like to print?” heading, select “Student Schedules – Use This One.”



Step 6: Click the “Submit” button.



Report Queue - My Jobs

[Refresh](#)

Step 7: Periodically click “Refresh” until your report is complete.

Status
Completed View

Step 8: Click on “View” next to “Completed” to retrieve your report.

Step 9: View or save your student schedules.