

## Printing Condensed Student Schedules

### For Middle and High Schools

1. Make sure you have selected the **'07-'08 Year** on the **Term** option.
2. Search to find a group of students.
3. Select **Print Report** from the Student Functions menu below the list of student names.
4. From the **Which report to print** box choose **Student Schedule Condensed.2**.
5. In the **If printing student schedule, use...** section, choose **courses enrolled during current term**.
6. Click **Submit**.
7. The **Report Queue** page opens to show recent print jobs, with the last job created at the top. For several schedules, the **Status** will show **Running** until all the schedules have been created. Click the **Refresh** link beside the **My Jobs** title to refresh the screen.
8. When **Completed** shows under the **Status** heading, click the blue **Completed** link.
9. The schedules are ready to print. From the **File** menu, choose **Print**. All schedules will print.
10. To return to PS admin, click on the browser back button and then **Send** to leave the print screen.