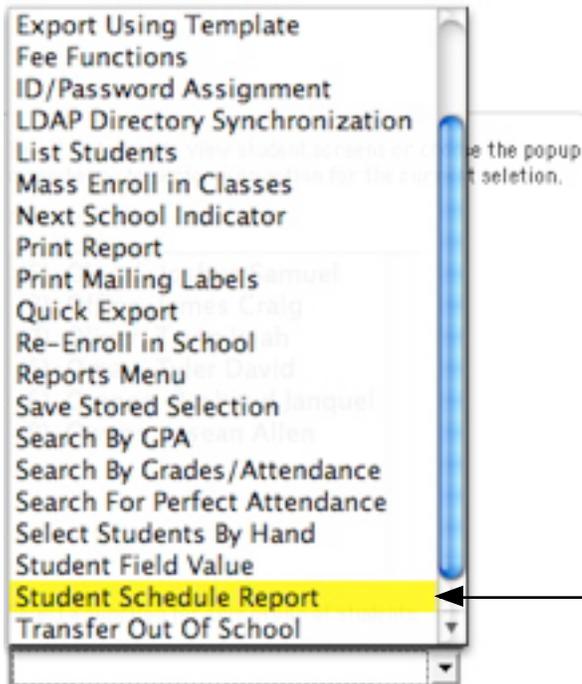


Printing Students' Matrix Schedules

NOTE: This report will work for high schools with semester classes if you choose the term for the year, but it works better for middle school schedules. The high school matrices do not always print the same size for every student.

1. From the **Start Page**, select the students for which you wish to print the matrix schedule.
2. From the **Student Functions** menu, choose **Student Schedule Report**.



Select **Student Schedule Report**.

Option	Value
Report Title	Student Schedule ← a.
Students to scan	<input checked="" type="radio"/> The selected 3 students ← b. <input type="radio"/> All 541 currently enrolled students
Max Students per Page	1 ← c.
Sort Order	<input checked="" type="radio"/> Last Name ← d. <input type="radio"/> Grade Level <input type="radio"/> Homeroom
Include Active Enrollments As Of	8/13/2007 ← e.
Show Dropped Enrollments in Separate List	<input type="checkbox"/>
Bell Schedule for Period Start/End Times	A ← f.
Color Sections By:	<input checked="" type="radio"/> No Coloring ← g. <input type="radio"/> Section <input type="radio"/> Course

Submit ← h.

3. Enter the information as described.

- a. Enter the title you wish to print on each student's report.
- b. Select to print for the selected students.
- c. Put **1** to print each student's schedule on a separate page.
- d. Select the way you want the reports sorted. (The Homeroom choice will not work until the homeroom field is populated.)
- e. Put the first day of school or the current date if school has started.
- f. Select **A** for the Bell Schedule.
- g. Choose **No Coloring** to save ink.
- h. Click **Submit** when all choices are selected.

4. Choose **File>Page Setup** to set the report to print landscape.

5. Choose **File>Print** to print the schedules.

6. Follow the directions on the print screen to eliminate headers before printing.
 - a. In Safari, choose **File>Print**. In the drop-down menu that says Copies and Pages, choose Safari. Uncheck **Print Web information in headers and footers**.
 - b. In Firefox, choose File>Print. In the drop-down menu that says Copies and Pages, choose Firefox. Choose **Blank** in all header and footer information.