

# Printing Reports for Students



South Carolina Public Charter School District  
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[www.sccharter.org](http://www.sccharter.org)

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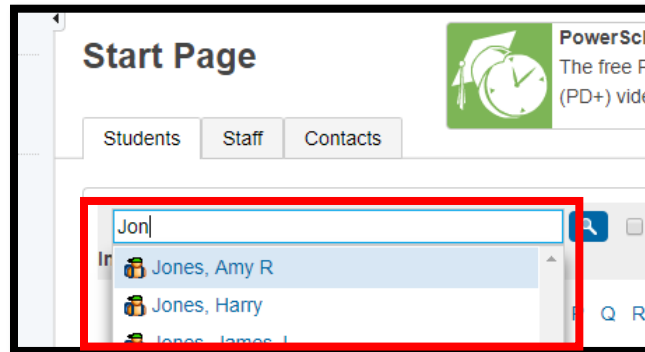


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## Printing a Report for an Individual Student

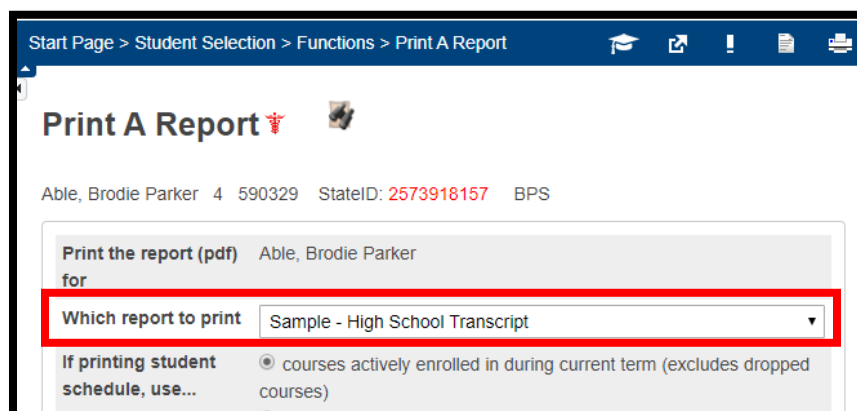
1. From the start page, search for the student you want to print a report for.



2. When on the student's record, click on **Print a Report** in the top left corner.



3. Select the report you want to print from the dropdown menu.

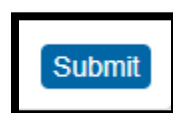


*Note: Depending on the type of report you are printing, there are other parameter you can choose from based off how you want to print the report(s). These parameters are optional.*

<b>If printing student schedule, use...</b>	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) <input type="radio"/> enrollment as of <input type="text" value="01/07/2020"/>
<b>If printing fee list, only include transactions conducted during...</b> (may be overridden in report setup)	<input type="text" value="Current School Year"/> to <input type="text" value="MM/DD/YYYY"/> to <input type="text" value="MM/DD/YYYY"/>
<b>Watermark Text</b>	<input type="text"/> <input type="text"/>
<b>Watermark Mode</b>	<input type="text" value="Overlay"/>
<b>When to print</b>	<input type="text" value="ASAP"/> <input type="text" value="MM/DD/YYYY"/> / <input type="text"/>
<b>Report Output Locale</b>	<input type="text" value="English"/>

- **If printing student schedule, use...:** Select an option to indicate enrollment specifications.
- **If printing fee list, only include transactions conducted during...:** This is for an Object Report which includes a fee list. Choose a date range for report.
- **Watermark Text:** To print text as a watermark on each page of the report. The drop-down menu allows you to use a standard phrase or select 'Custom' and enter the custom text in the field box below the drop down.
- **Watermark Mode:** How you want the text to print on report.
  - Watermark: prints the text behind objects on the report.
  - Overlay: prints the text over objects on the report.
- **When to print:** Select the time to run the report.
- **Report Output Locale:** Select the output language of the report. By default, 'English' is selected.

4. Click the **Submit** button.



5. You will then be taken to the Report Queue (System) - My Jobs page and see the status of the report progress. Click the **Refresh** button until the status says **Complete** and then click **View**.

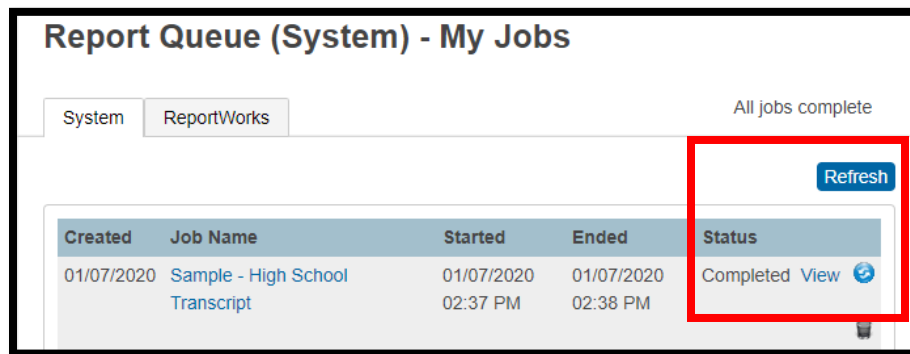
The statuses are below.

**Completed:** Job is finished.

**Running:** Job is processing.

**Pending:** Job has not started.

**Canceled:** Job has been canceled.

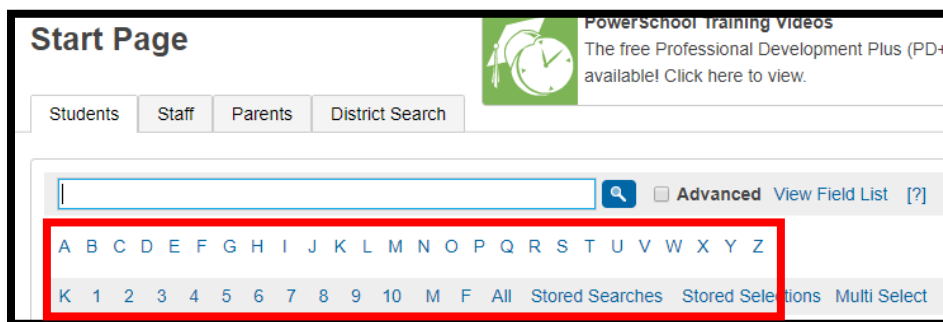


6. The report will then be displayed in PDF.

## Printing a Report for a Group of Students

1. Search for a group of students by clicking on the links below the search bar on the start page. You have the option to search by the following:

- First letter of the student's last name
- Grade level
- Gender (M, F)
- All (Current active enrollment)

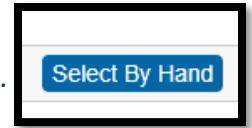


Note: You can also select students of your choosing by doing the following:

- Click on the **All** link under the search bar



- Click on the **Select By Hand** button under the current selection of students.



- In the Current Student Selection section you will then be able to select your own students by unchecking the checked checkmark box next to students to unselect all students. Then check the students you want to generate a report for.

**Current Student Selection (783)**

<input type="checkbox"/>	Student	Student Number
<input checked="" type="checkbox"/>	Abbott, Wilson Kinchen	642571
<input type="checkbox"/>	Able, Brodie Parker	590329
<input type="checkbox"/>	Abney, Malachi Duane	648508
<input checked="" type="checkbox"/>	Adkins, Aaron Thomas	646745
<input type="checkbox"/>	Adkins, Emma Lynn	647325

- Once you have selected your students, click the **Update Selection** button.



2. Once you have your selected group of students in the Current Student Selection, click on the **Select Function** dropdown arrow.

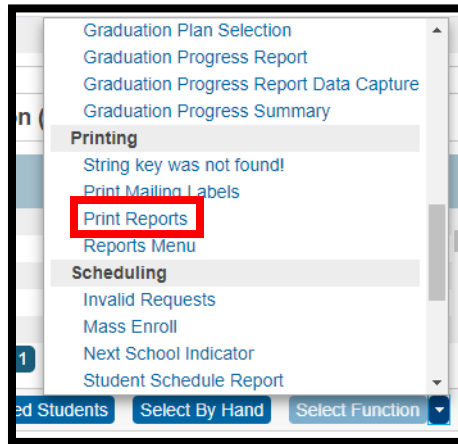
**Current Student Selection (783)**

Student	Student Number	Grade Level
Abbott, Wilson Kinchen	642571	K
Able, Brodie Parker	590329	4
Abney, Malachi Duane	648508	8
Adkins, Aaron Thomas	646745	5
Adkins, Emma Lynn	647325	3

<< < 1 2 3 4 5 > >>

Alert Selected Students Select By Hand **Select Function** ?

3. Select **Print Reports** in the menu.



4. Follow steps 3-6 from the *Printing a Report for an Individual Student* section above to continue generating the report.