



Batch Printing Student Details Sections

Batch Printing

The screenshot shows the Viewpoint software interface. On the left, the 'Student Demographics Explorer' is open, displaying a list of students with checkboxes. A red arrow labeled '1' points to a student's row. A red arrow labeled '2' points to the 'Batch Print' icon in the top menu bar. A red arrow labeled '3' points to the 'Batch Print Queue' window at the bottom. A red arrow labeled '4' points to the 'Generate 3 Batch Print Reports' dialog box, specifically to the 'Test Results' section. A red arrow labeled '5' points to the 'Process' icon in the dialog box. A red arrow labeled '6' points to the 'Print' button in the 'Batch Print Queue' window. A red arrow labeled '7' points to the 'Delete' button in the 'Batch Print Queue' window.

Brief Description: The functionality enables you to batch print selected Student Details Sections for one or more students..

Usage Flow

From a grid such as the student demographic details, select one or more, or all the students for printing one or more of their Student Details sections..

After selecting one or more or all students by checking them, click the batch print icon.

In the batch print selection box, select the Student Detail sections to print – if you do not want All sections, click All to uncheck it then click to select each section you want printed.

Finally, click the process icon.

If you select more than 5 students click the Batch Queue icon. To print your requested Batch# click on Print. To delete the Batch# click on Delete.

Feature Highlights

- To print one or more Student Details sections for a group of students, click the box(es) associated with the students.
 - Click the Batch Print icon
 - To select the Student Detail sections to print, click them. If you do not want All sections, click 'All' to uncheck it then click section(s) to select.
 - Apply filters as needed for Subject, Test, Year on Test Summary and Test Results.
 - On the Batch Selection box, click the process icon (green arrow)
- If you select 5 or less students the PDF will open automatically.

- If you select more than 5 students, click the Batch Queue button on top of the menu bar.
- Then click 'Print' for the Batch#. To delete, click 'Delete' for the Batch#

Example uses

Sections can be batch printed and distributed by teachers to parents at teacher-parent conferences.

Sections can be batch printed and shared with students.

Sections can be batch printed for filing in cumulative files.

Sections can be batch printed for transfer students and sent to another district.

