

Method # 1 - Preferred

- Select your group of students
- Go to the group function drop down menu at the bottom of the list of students
- When asked for name of report, select "Print Student Schedules"
- Set parameters for printing as desired
- Submit
- It will print a PDF file that you can print when you are ready.

Disadvantage – none

Advantage – can choose several options for printing including sort order and dates of enrollment as well as being to add a preset or custom watermark.

Method #2

- *Select your group of students*
- *Start> Special Functions>Group Functions > Student Schedule Matrix report*
- *Opens the report in a separate tab.....File>print*

Disadvantage – prints website address and page numbers, etc on each schedule.

Advantage – nice layout – doesn't print the expression which clutters the other schedule printing method