



## Printing a Student Locator 7/18/2008 12:22:00 AM

- Select all students currently enrolled in the school (or any other group of students you choose)
- Go to Reports>Run Reports>Student Schedule Listing
- You will have the choice of printing rooms, teacher name, class name – but the most efficient way is to just print the room numbers to create a shorter document
- Set range of periods to include your full school day (Example: P1- P6)
- Set "How many students between breaks to "0"
- Set "Range of Days" to Monday (or whatever day is your typical schedule).

Note: If you have a different schedule for MWF and TTH, you might want to print a separate locator for each situation.

- To optimize your view, set the Page Setup of your browser to 150%. If you choose to print room numbers and teacher names, you may need to make it smaller.

\* The PowerSchool menu information will print on the first page, but should interfere with the use of the locator information.