



## Print Labels for Students in My Gradebook

*Before you can print labels for a specific group of students, you need to first create a list of the students in your class(es).*

### Step One – Create a list

1. Open the gradebook you want to create a list for.
2. In the top right hand corner, there is a Quick Links box. Select 'Create a List'. This will create a list for you to use when printing reports of all of the students in this class.
3. You will see a message telling you that a list has been created for this course number. Hit OK.



### Step Two – Print the labels

1. From the Primary toolbar, select Student Data.
2. From the Secondary toolbar, select Labels. The Print Labels screen opens.
3. Use the dropdowns to choose an option for each specification.



**Print Labels** | **Label Layouts**

Student Mailing Labels:

- \* Choose list of students:
- \* Sort labels by:
- \* Choose a label template:
- \* What type of mailing are these for:
- \* Label Layout:

Create one label set per Family Code:

\* Bottom Left X Offset:

\* Bottom Left Y Offset:

Include POSTNET barcode:

Convert text to proper casing:

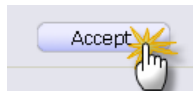
Accept

*Make sure you make a selection in each dropdown!!*

- a. **Choose List of Students:** Use this option to select the class list you would like to print labels for.
- b. **Sort Labels By:** This option allows you to determine how you want to sort the labels. For example, by name, homeroom, counselor, zip code, etc.
- c. **Choose a label template:** All Avery labels are accepted. Look at the UPC label (barcode) on the label packaging to find out what template you should use.
- d. **What type of mailing are these for:** Select from the dropdown what type of mailing the labels will be used for. (ie: report cards)

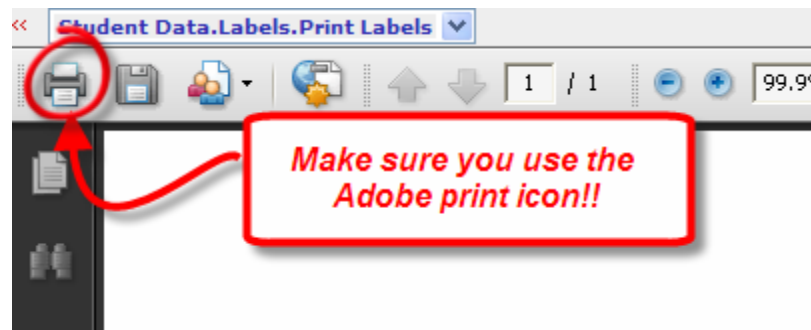
- e. **Label Layout:** Choose from the dropdown to select what format you want to print the labels in. This means, what information do you want on the labels. For example, Student Name & Homeroom). **TIP:** Normal is the standard mailing label.
- f. **Create one label set per family code:** If you only want one label for a set of students belonging to the same family, check this box.
- g. **Bottom Left X offset:** Leave blank
- h. **Bottom Left Y offset:** Leave blank
- i. **Include POSTNET barcode:** N/A
- j. **Convert text to proper casing:** To ensure all text is in the proper case (upper or lower) check this box.

4. When you are finished changing your specifications, hit Accept.



**TIP:** Make sure you have selected an option in each of the dropdowns!

- 5. Your labels will generate.
- 6. Use the Adobe print icon to print the labels.



**IMPORTANT!** When the Print Options dialogue opens, be sure you deselect the option next to Auto Rotate and Center. When you are finished, click Print.

