

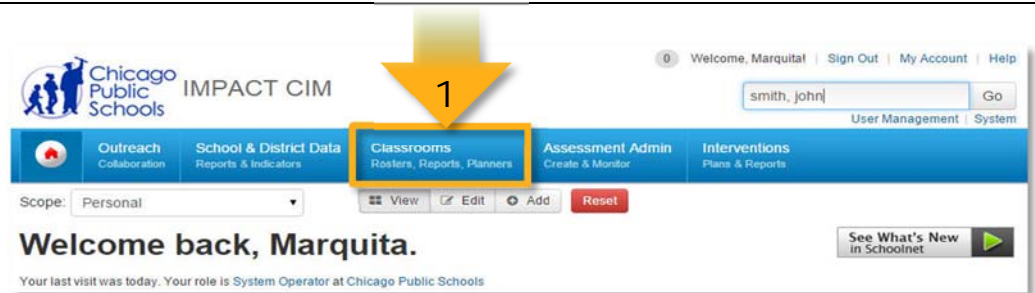
CIM: BATCH PRINTING STUDENT PROFILES IN CLASSROOM

Quick Start Guide

This Quick Start Guide will walk you through printing a Student Profile for multiple students in a class section by generating a PDF file.

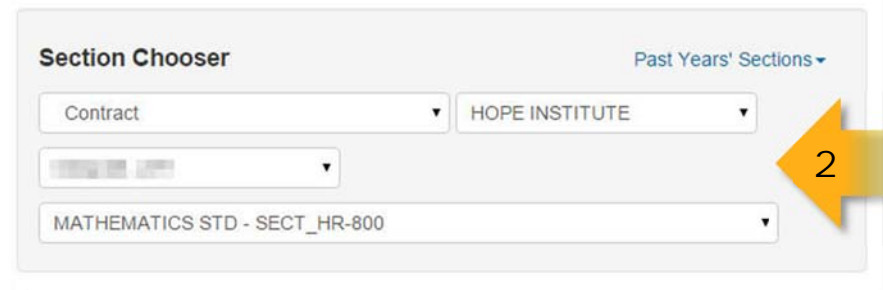
Student List

1. Click on the **Classrooms** Tab.

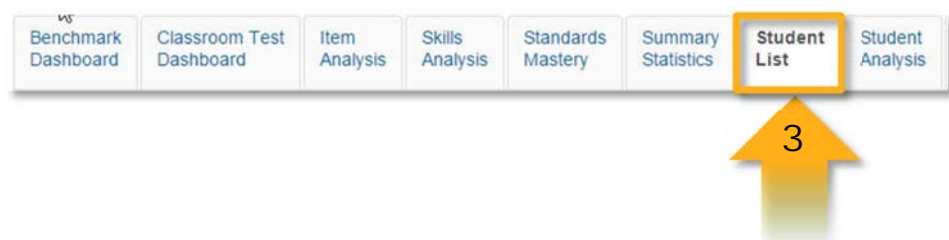


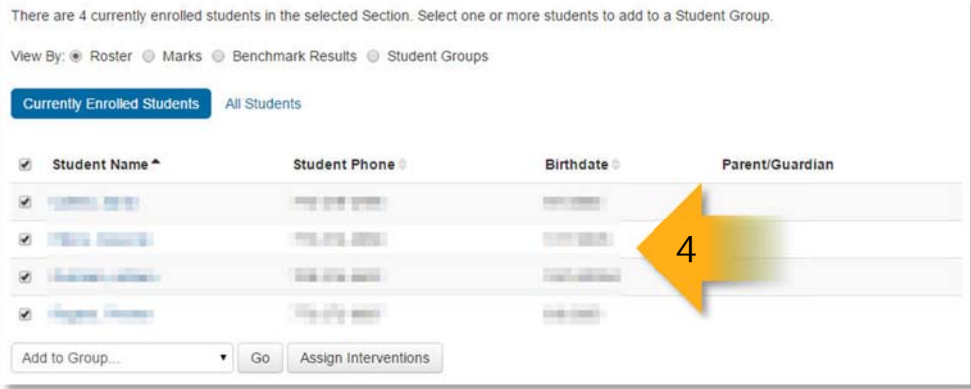

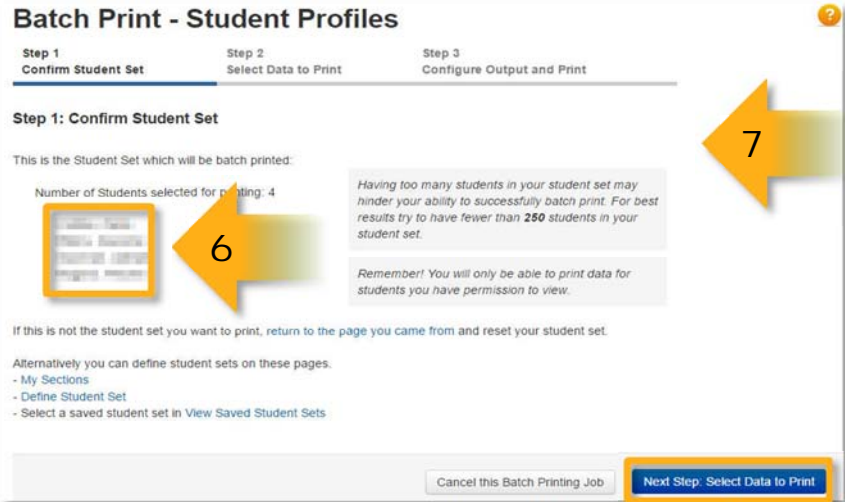
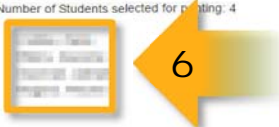
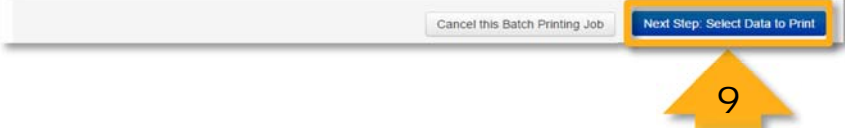
2. Select the desired section.

Student Performance



3. Click the **Student List** tab.



<p>4. Review the students enrolled in the selected course/section.</p>	
<p>5. Click on the Export option and then select Batch-Create PDF Files.</p>	
<p>Batch Print</p> <p>6. The list of students selected for printing is displayed.</p>	
<p>7. Review the instructions on the screen. The student set.</p>	
<p>8. Click on</p> <p>Next Step: Select Data to Print</p>	

<p>9. Choose the data from the Student Profiles that you want to include.</p>	
<p>10. You have the option to filter each section. Overview data only or Detailed Data.</p>	This content is merged into the previous cell's screenshot
<p>11. Scroll down and click </p>	This content is merged into the previous cell's screenshot
<p>12. Set the order as desired print and click Preview Batch Print Order.</p> <p><i>Note: This will open the first student profile in Adobe PDF format so you can confirm the contents of the profiles before generating the entire batch.</i></p>	
<p>13. Click </p> <p><i>Note: This will create the PDF file, and will not send to the printer.</i></p>	This content is merged into the previous cell's screenshot

14. If the file is very large, you may see a confirmation message that the system is generating your file. When the PDF generate completes, click Print in the browser toolbar to print out the file (Your icon may vary) based on the browser in use.

