

# 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

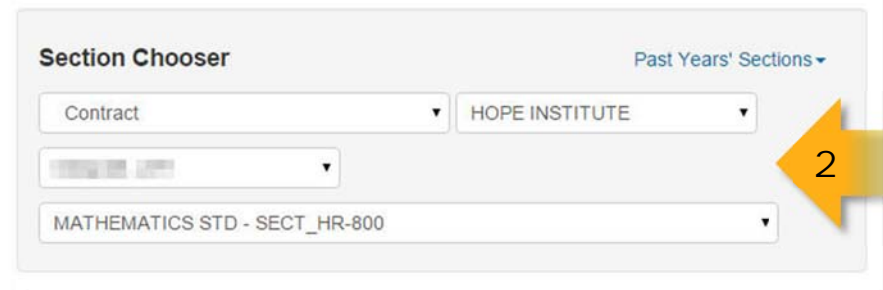
1. Click on the **Classrooms** Tab.



The screenshot shows the IMPACT CIM dashboard. The 'Classrooms' tab is highlighted with a yellow box, and a yellow arrow labeled '1' points to it. The dashboard includes a search bar with 'smith, john' and a 'Go' button, and a navigation menu with tabs for Outreach, School & District Data, Classrooms, Assessment Admin, and Interventions. A 'Welcome back, Marquita.' message is visible at the bottom.

2. Select the desired section.

### Student Performance



The screenshot shows the 'Student Performance' section chooser. The 'Section Chooser' dropdown is open, showing 'MATHEMATICS STD - SECT\_HR-800' selected. A yellow arrow labeled '2' points to the dropdown menu. The interface includes a 'Contract' dropdown set to 'HOPE INSTITUTE' and a 'Past Years' Sections' dropdown.

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



The screenshot shows a row of navigation tabs: Benchmark Dashboard, Classroom Test Dashboard, Item Analysis, Skills Analysis, Standards Mastery, Summary Statistics, Student List, and Student Analysis. The 'Student List' tab is highlighted with a yellow box, and a yellow arrow labeled '3' points to it.

4. Review the students enrolled in the selected course/section.

There are 4 currently enrolled students in the selected Section. Select one or more students to add to a Student Group.

View By:  Roster  Marks  Benchmark Results  Student Groups

**Currently Enrolled Students** All Students

<input checked="" type="checkbox"/>	Student Name ^	Student Phone	Birthdate	Parent/Guardian
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Add to Group... Go Assign Interventions

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5. Click on the **Export** option and then select **Batch-Create PDF Files**.

 Export ▾

**Batch-Create PDF Files**

Create PDF

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### Batch Print

6. The list of students selected for printing is displayed.

### Batch Print - Student Profiles

Step 1 Confirm Student Set

Step 2 Select Data to Print

Step 3 Configure Output and Print

#### Step 1: Confirm Student Set

This is the Student Set which will be batch printed:

Number of Students selected for printing: 4



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Having too many students in your student set may hinder your ability to successfully batch print. For best results try to have fewer than 250 students in your student set.

Remember! You will only be able to print data for students you have permission to view.

If this is not the student set you want to print, return to the page you came from and reset your student set.

Alternatively you can define student sets on these pages.

- My Sections
- Define Student Set
- Select a saved student set in View Saved Student Sets

Cancel this Batch Printing Job

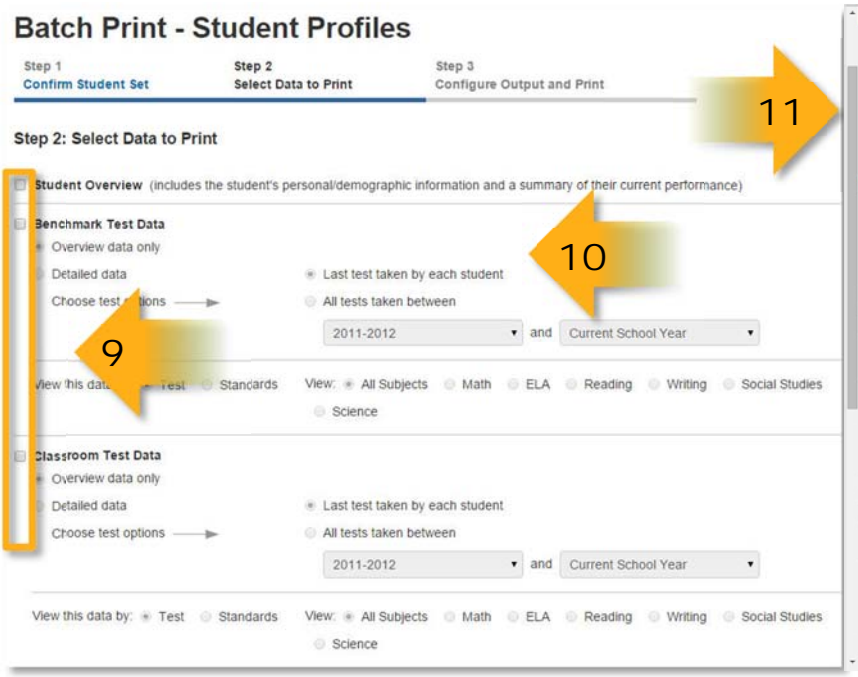

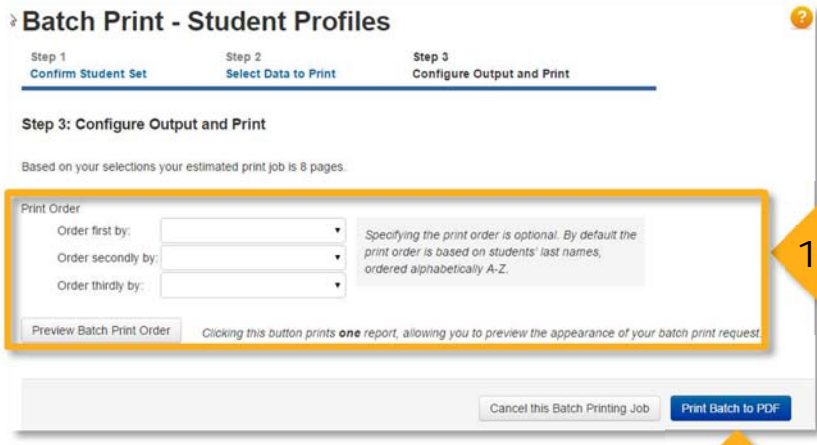
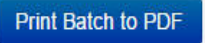
**Next Step: Select Data to Print**

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8. Click on

**Next Step: Select Data to Print**

9

<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. <b>Overview data only</b> or <b>Detailed Data</b>.</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 <b>Preview Batch Print Order</b>.</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.

