

How to Print Report Cards for Learning Center:

Enter all grades for S1, S2 and Y1 into historical grades for Learning Center students.

Select all students from the learning Center

To select students by hand:

Choose all from the main screen under the browse student section

From the functions box below the students names, choose select students by hand

Hold down the ctrl key and click each student needed

When all selected, click functions

Select print report

For the report to print, choose Report Card Alt

This report will print portrait.