

## Credit Tally Labels

- These labels are for SENIORS ONLY (please do not print these each year so there are 6 or 7 stickers on the insert when students are seniors)
- Uses Avery 5360 labels, prints 21 to a sheet
- Using Firefox as your browser do the following:
  1. Select your list of students to print labels for (Seniors)
  2. Click the Functions button at the bottom right and select Print Reports
  3. Select Credit Tally from the drop down list of reports
  4. Click Submit
- \*\*This report can take a little while to run depending on how many students are selected.\*\*
- 5. Open your report by clicking the View link

Created	Job Name	Started	Ended	Status	
06/24/2019	Credit Tally	06/24/2019 03:09 PM	06/24/2019 03:09 PM	Completed	<a href="#">View</a>

6. Click the Printer button at the top right

Subjects:	7	8	9	10	11	12	Total
English	1.0	1.0	1.0	0.0	0.0	3.0	3.0
Mathematics	1.0	1.0	1.0	0.0	0.0	3.0	3.0

7. In the print window UNCHECK "Ignore Scaling and Shrink To Fit Page Width" and click Print

Print

Printer: 10.127.14.23

Preset: Last Used Settings

Copies: 1

Pages: ☒ All

Paper Size: US Letter 8.50 by 11.00 inches

Orientation: ☒ Portrait ☐ Landscape Scale: 100%

Options: ☐ Print Selection Only ☒ Ignore Scaling and Shrink To Fit Page Width

Appearance: ☐ Print Background Colors ☐ Print Background Images

Frames: ☒ As Laid Out on the Screen ☐ The Selected Frame ☐ Each Frame on Separate Pages

Page Headers: Title --blank-- URL

Page Footers: Page # of # --blank-- Date/Time

PDF Hide Details Cancel Print

8. You might want to print 1 sheet of labels on regular paper before printing the entire list to make sure the labels line up properly.

- \*\*\*PLEASE\*\*\* Double check the credits. 7<sup>th</sup> and 8<sup>th</sup> grade credits need to be checked ALWAYS due to them being CORE and not always falling under Math, Business, etc...

