Mailing labels by Last Name(Alphbetically): (3 across labels)

Select the students to work with (example 8th grade choose 8 under browse students)
In the select a function box under the student list choose Print Mailing labels.

Select a function for this group of students

▼

Now click in the Mailing label layout box
Select Student address Labels
And choose the students last name for sort order
Click submit
Place labels in Printer…usually face down
Once job is completed in print queue, send to printer as always