

Printing Student Barcodes with each homeroom starting on a new page.

There are two templates created to assist you.
 The reports are located on the ITC CUSTOM tab within the Reports section of WorkFlows

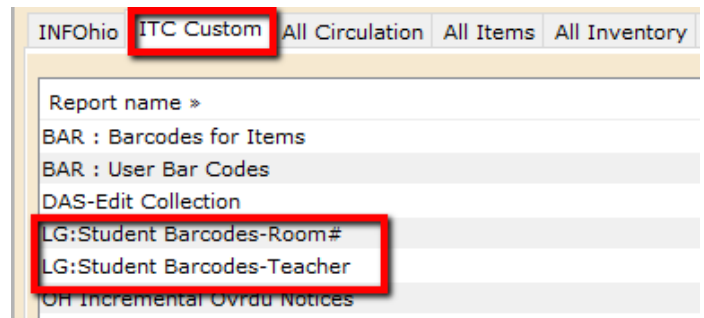
The report names start with LG to designate that they were created by LGCA

LG: Student Barcodes - Room#

Will produce student barcodes, with the room # located in the first block of the printout

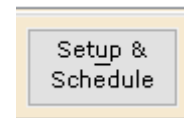
LG: Student Barcodes - Teacher

Will produce student barcodes, with the teacher name located in the first block of the printout



Steps for running both reports are identical.
 A sample for each report can be found at the end of these directions

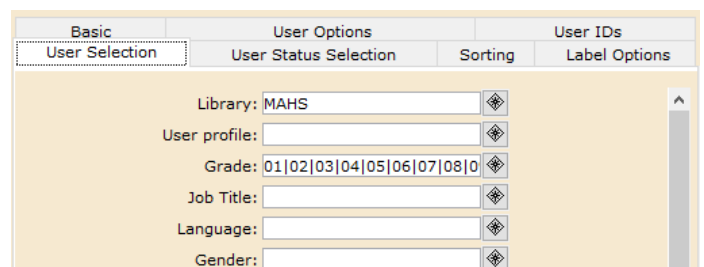
1. Go to REPORTS AND NOTICES group
2. Click on SCHEDULE NEW REPORTS
3. Go to the ITC CUSTOM tab
4. Select the report
5. Either double click the report name
or
Click the "Setup & Schedule" button



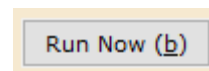
If you go to the USER SELECTION tab, you will notice that the LIBRARY field is already filled in.
 It will auto fill in with the library that is associated with your login.

You may change it if you wish

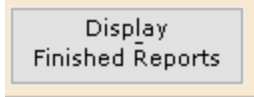
The GRADE field is set to retrieve all grades in your building



6. Click the RUN NOW button



7. Click the DISPLAY FINISHED REPORTS button



8. When the report appears, select it and click on the VIEW button

9. You only need the VIEW RESULT option selected

10. Click the OK button

Report to view: Students by Homeroom Number

View log

View result

Format report

11. The barcodes will open in Word, ready to print

Samples:

LG: Student barcode by room#

109:	Madison School District Madison High School McCord, Tyler  20790950033227	Madison School District Madison High School McFarland, Jeremiah  20790950023343
Madison School District Madison High School McFarland, Josiah  20790950025280	Madison School District Madison High School McLaughlin, John  20790950023400	Madison School District Madison High School McMillion, Courtney  20790950031874

LG: Student barcodes by teacher

KNISELY S:	Madison School District Madison High School McCord, Tyler  20790950033227	Madison School District Madison High School McFarland, Jeremiah  20790950023343
Madison School District Madison High School McFarland, Josiah  20790950025280	Madison School District Madison High School McLaughlin, John  20790950023400	Madison School District Madison High School McMillion, Courtney  20790950031874