






## Passport to Education Reports

Passport education can be printed by grade and for the whole school.

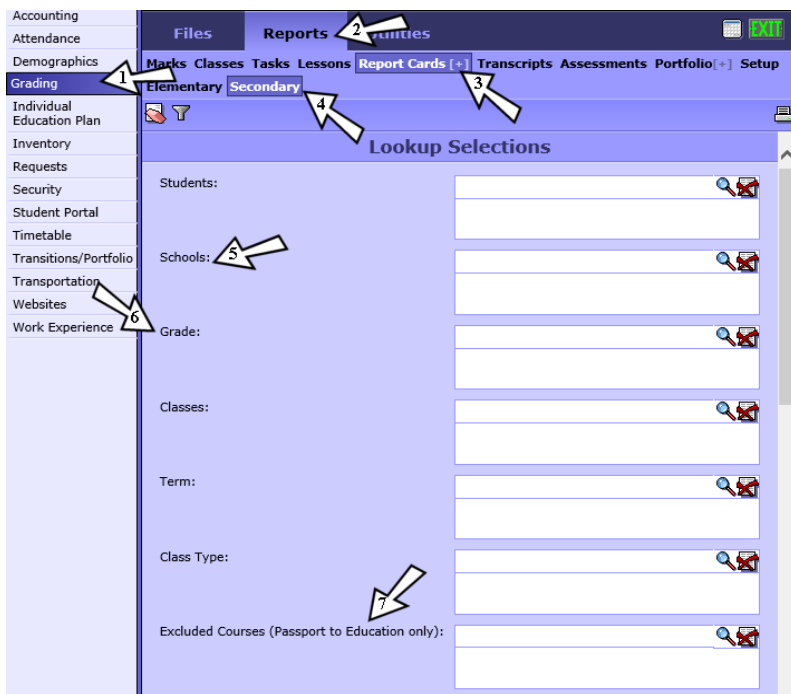
1. Click on Grading.
2. Click on the Reports Tab.
3. Click on Report Cards.
4. Click on Secondary.
5. Type the name of your school into the text box or click on the "Lookup Selections"  icon to select from the list.
6. Type the grade you are wanting, leave blank for all grades, into the textbox or click on the "Lookup Selections"  icon to select from the list.
7. To exclude course click on the "Lookup Selections"  icon and select the courses from the list.
8. Scroll Down to "Report Options" and select "Passport to Education All" from the "Style" drop-down menu. This will give you a list of students including **all** of their classes highlighting their best five provincially authorized courses and/or board Authority authorized courses.

**OR**

If you want to print a list including only the student's best five provincially authorized courses and/or board Authority authorized courses click on "Passport to Education".

9. Select "Pen Number" or "Student Name" from the "Sort" drop-down menu.

10. Click on the  icon at the top or the bottom of the screen to print preview your report.




*Passport To Education Report*  
*Printed on August 12, 2013 15:55:42*

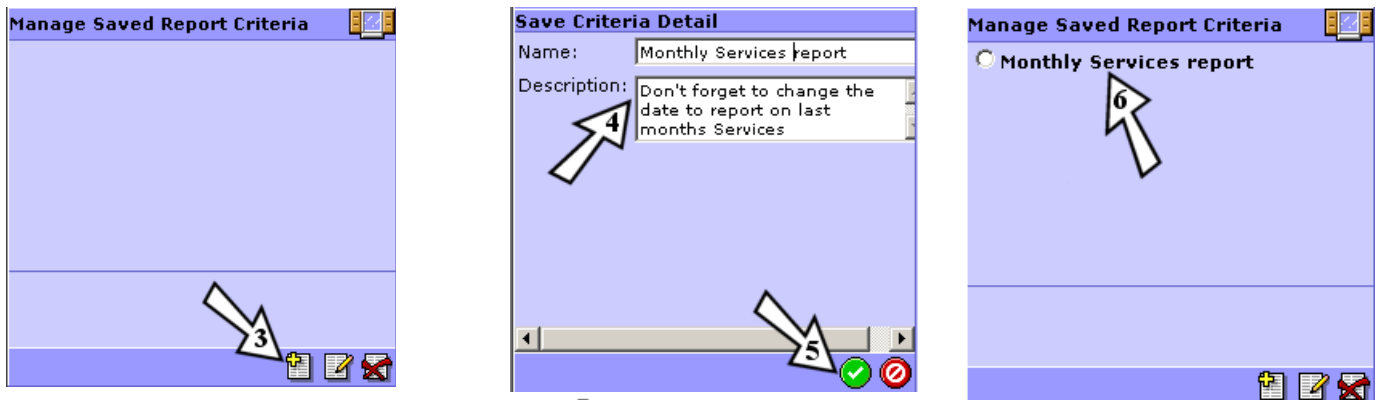
PEN	Last Name	First Name	Course	Mark	Rank
<b>Test School</b>					
<b>GRADE 10</b>					
111111111	Smith	Student		480	1
			MPE--10	82	
			MPLAN10	88	
			MEN--10	93	
			MSS--10	93	
			MCH--11	94	
			MPH--11	95	
			MFR--10	95	
			MSC--10	97	
			MPREC11	99	





## SAVING REPORT CRITERIA

You have the capability to save the criteria for reports that you frequently run. To save report criteria:

1. Fill in the criteria for the report that you want to save.
2. Click on the "Manage Saved Criteria" icon  located on the top left corner of your screen. The "Manage Saved Report Criteria" page will appear.



3. Click on the "Add a New Item" icon 
4. The "Save Criteria Detail" screen will pop up; fill in the name for your report and a description if needed.
5. Click on the "save" icon.
6. To run the report, click on the "Manage Saved Criteria" icon  again and click on the name of the report.



## PRINTER SETTINGS

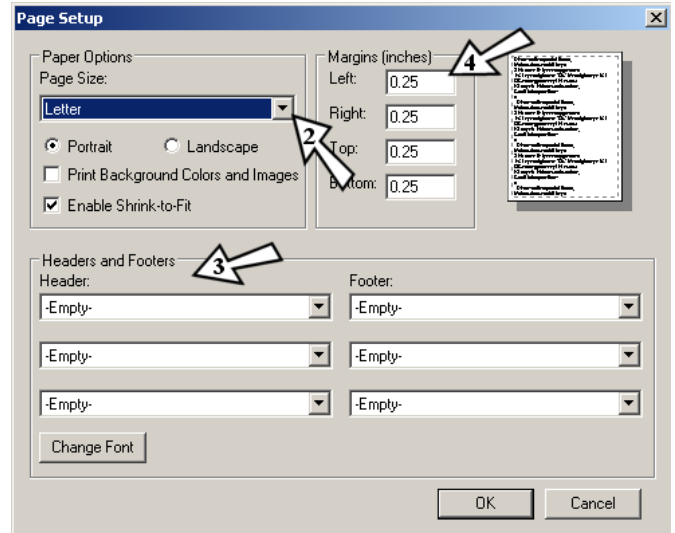
### Internet Explorer 8 and 9 (Windows)

You will want to ensure a clean looking report card goes home to parents. Adjust your print settings as follows before you begin printing.

1. Go to File ⇒ Page Setup
2. Select the paper size appropriate for your report cards – Letter or Legal
3. Set all of the Header and Footer fields to empty. This will give you a nice, clean report card without any internet addresses, web page numbering or URL information on the top and bottom of the pages.
4. Set the Top and Bottom margins to .25

**\*\*Note: If you find that your document isn't fitting on the page you may also need to adjust your "Left" and "Right" margins.\*\***

5. Click OK
6. Select File ⇒ Print when ready to print





## SSDAS Training

Toll free Support Number:

Support Email:

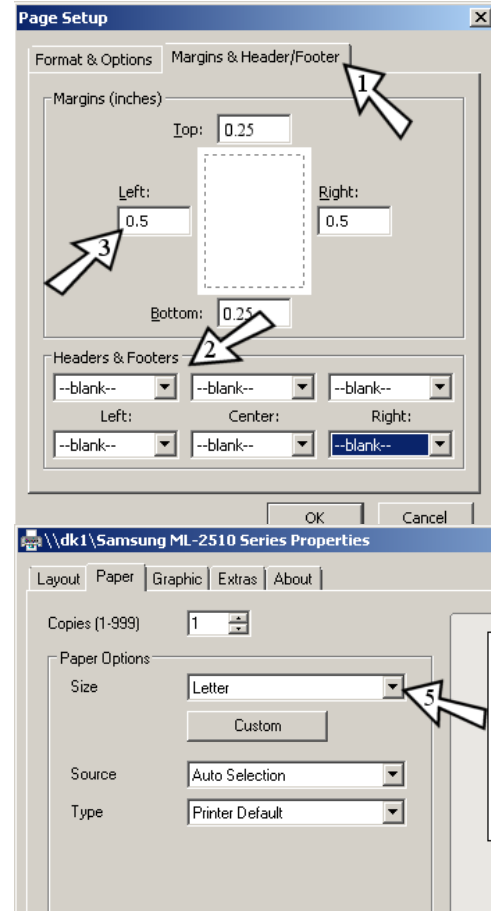
## Passport to Education

1-866-558-5339

[support@awinfosys.com](mailto:support@awinfosys.com)

### Firefox (Windows)

1. To set your page layout: Go to File ⇒ Page Setup ⇒ Margins & Header/Footer
  2. Set all of the Header and Footer Fields to empty. This will give you a nice, clean report card without any internet addresses, web page numbering or URL information on the top and bottom of the pages.
  3. Set the Top and Bottom margins to .25
- \*\*Note: If you find that your document isn't fitting on the page you may also need to adjust your "Left" and "Right" margins.\*\***
4. Click OK
  5. To set your paper settings: Go to File ⇒ Print ⇒ Properties ⇒ Paper and select the paper size appropriate for your report cards – Letter or Legal and click OK
  6. Select File ⇒ Print when ready to print





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### Safari (Mac)

You will want to ensure a clean looking report card goes home to parents. Adjust your print settings as follows before you begin printing.

1. Go to File ⇒ Print
2. Select the paper size appropriate for your report cards – Letter or Legal
3. Uncheck “Print headers and footers”. This will give you a nice, clean report card without any internet addresses, web page numbering or URL information on the top and bottom of the pages.
4. Click Print

