

# **Passport to Education Reports**

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

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- 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"  $\stackrel{<}{\triangleleft}$  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"  $\stackrel{\scriptstyle <}{\scriptstyle \sim}$  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" "Sort" drop-down me

10.Click on the 📇 icon

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# 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 U located on the top left corner of your screen. The "Manage Saved Report Criteria" page will appear.

Manage Saved Report Criteria	
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- 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  $\Upsilon$  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
- 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

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Paper Options Page Size: Letter © Portrait © Landscape ☐ Print Background Colors and Images ☑ Enable Shrink-to-Fit	Margins (inches) 4
Headers and Footers	Footer:
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**SSDAS Training** Toll free Support Number: Support Email:

## Firefox (Windows)

- 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
- 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  $\Rightarrow$  Print when ready to print

### **Passport to Education** 1-866-558-5339 support@awinfosys.com

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## Safari (Mac)

Passport to Education 1-866-558-5339 support@awinfosys.com

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

Printer:	HP Color LaserJet 3600 Tech /	
Presets:	Default Settings	÷
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Pages:	All     From: 1 to: 1	
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