

PRINTING CLASS LISTS

This enables the user to print off class lists.

- > Application
- Next Session
- Primary
- Class Lists
- 1. Using the filter as appropriate to search for the relevant classes
- 2. Click NEW LIST

Merge Composite Classes Show Class Numbers				
Stage Primary 7			•	
Select All Classes			•	
Add To List		New Lis	New List	
Stage Col Subject	Level Descri	ption		
P7 Z PC Primary Curriculum	CfE 7			
Select All		Deselect	Deselect All	
Include Provisionally Enrolled	Print Preview	Direct Print	Dialog Print	

- 3. Click the class list that you want to print or click SELECT ALL
- 4. Click **PRINT** or **PRINT PREVIEW** to generate class lists for next session

Registration Groupings (After Turnaround)

At turnaround the system will automatically assign the pupil a registration group that matches the registration class that they have been populated into.