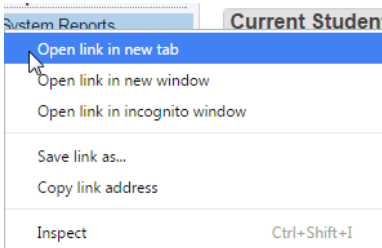
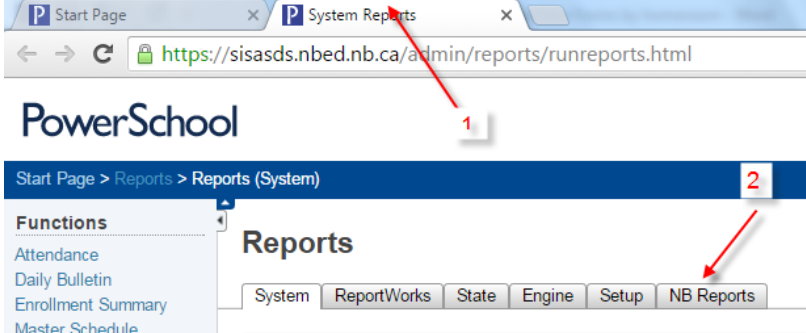
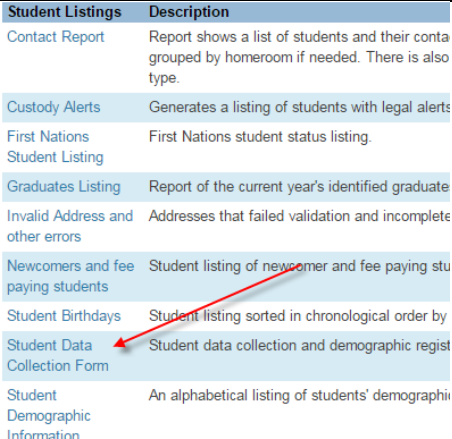
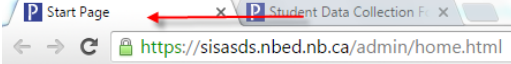
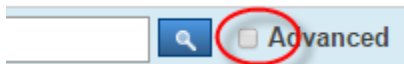
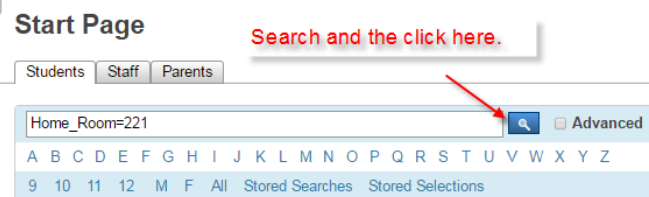
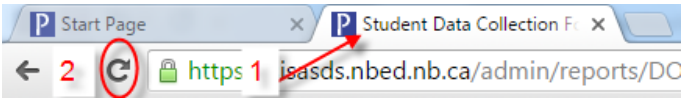



Printing Data Collection Form by Homeroom

You will need to print these reports class by class. You can choose to print for all students in the school at once, but they will print alphabetically.

<p>Right click System Reports, and choose Open link in a new tab.</p> <p>This will allow us to keep the Report Menu open, and save some time and effort during future steps.</p>	
<p>Click on the System Reports tab, then select NB Reports.</p>	
<p>Scroll down to Student Data Collection under the Student Listings category.</p>	
<p>Return to the Start Page tab.</p>	
<p>For this process, it is quicker to leave the Advanced box unchecked.</p>	
<p>Search for your first group of homeroom students.</p> <p>Your students will then become your selection.</p>	

<p>Return to the Student Data Collection Form tab, then click the Refresh arrow.</p>		
<p>Click the button to print for the selected students, and hit submit.</p> <p>You can now print the sheets for this homeroom.</p>	<p>Student Data Collection Form</p> <p>This report prints best using the Legal page size, Portrait orientation and Shrink to Fit print settings.</p> <div data-bbox="591 436 1365 579"> <p>▼ Report Preferences</p> <p>Students</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> The selected 19 students only <input type="radio"/> Create a blank form <p style="text-align: right;">Submit</p> </div>	
<p>Return to the Start Page tab, search for your next homeroom, and return to the Student Data Collect Form tab.</p>		
<p>Click the Refresh button, then hit Continue when the dialog box appear, and the new set of forms will be ready to print.</p>		<div data-bbox="683 779 1377 1039"> <p>Confirm Form Resubmission</p> <p>The page that you're looking for used information that you entered. Returning to that page might cause any action you took to be repeated. Do you want to continue?</p> <p style="text-align: right;">Continue Cancel</p> </div>
<p>Repeat!</p>		