Learning Services: Viewing Designated Students and Printing a Report



School View > Student Top Tab

 Set your filter to Active w/ Designation and your field set to SD42 Student Services Field Set.





- 2. Now that you can see your designated students, you have several options.
 - a. You may just want to view the information.
 - b. You could sort your students by Code, for example, by clicking on the Designation column heading.

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c. You could print your information by clicking on the Print Menu and selecting your preferred format.



d. You could create a Quick Report. Go to Reports > Quick Report.

	Reports Help		
	Attendance Label FSS		
	Attendance Label FSS 5162		
	BC Homeroom List		
	BC Homeroom Student List		
	BC Student Information Verification		
	BC Student Information with Photo		
	BC Student Withdraw Form		
	Class Absence Letter		
	Honor Roll		
	Nominal Roll		
	Permanent Student Record		
	Permanent Student Record Labels		
	Report Cards		
	Student Address Labels - 5161		
	Student Address Labels - 5960		
	Student Request Entry Status		
	Student Unscheduled Periods		
	Grad Reports		
	Ministry Reporting		
-	Other Jurisdiction		
	Quick Chart		
	Quick Report		
	My Job Queue		

In the Pop-up window, select Saved Reports > Active Students with Designation > Finish

Quic	Quick Report: Source		
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	New report Saved report		
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Sear	Search on StartDate		
	Name		
۲	Active Students with Designations		