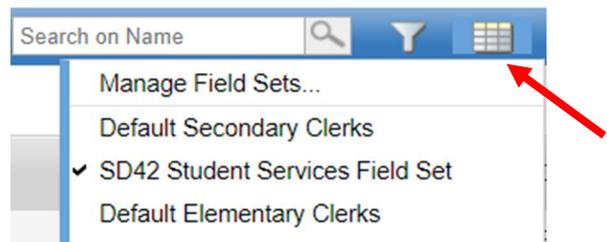
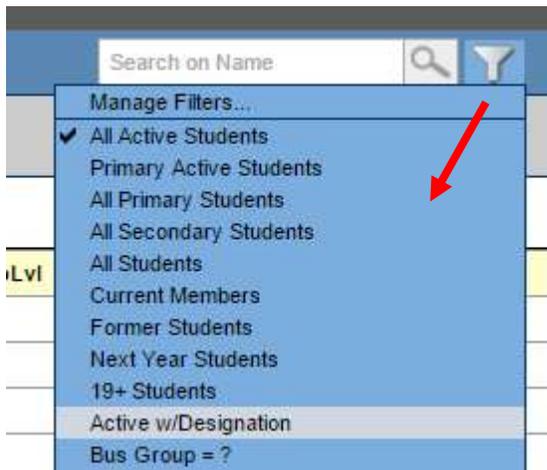


Learning Services: Viewing Designated Students and Printing a Report

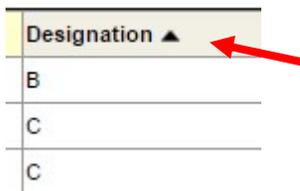


School View > Student Top Tab

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



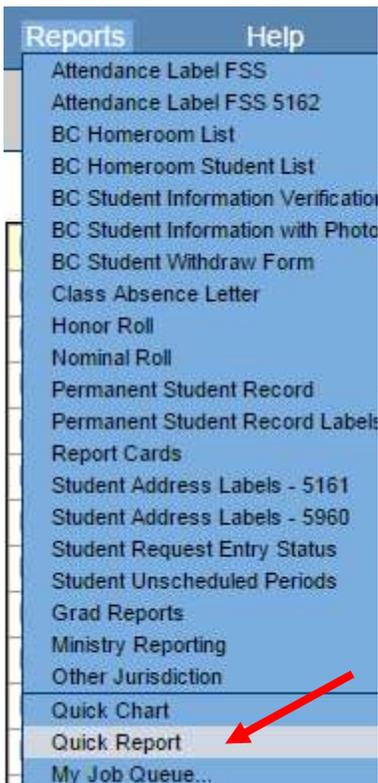
2. Now that you can see your designated students, you have several options.
 - a. You may just want to view the information.
 - b. You could sort your students by Code, for example, by clicking on the Designation column heading.



- 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.



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

