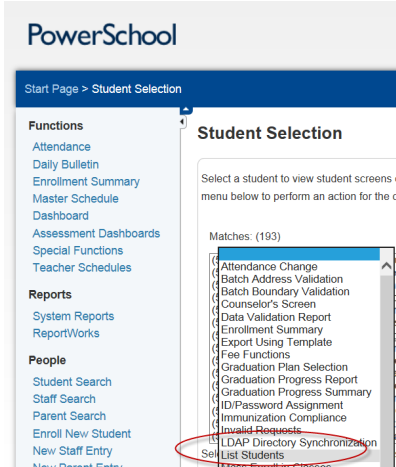


## LIST STUDENTS & PRINT

1. Search for a group of students and make a selection.
2. From the **Special Functions > Group Functions** menu, select **LIST STUDENTS**.  
OR if you have a student selection, click **LIST STUDENTS** from the drop down menu.



3. Enter a **REPORT TITLE**, such as Students With Medical Alerts.
4. Type a **FIELD NAME** or click the Fields link and choose from a list.
5. Type a **name** for the **Column Title** (example: Last Name).
6. Repeat steps 4 and 5 until you have all the fields.
7. Optional: Format with **padding** (white space) if you wish.

Student List - 193 students will be listed

Col	Field Name	Column Title
1.	Fields <input type="text" value="Last_Name"/>	<input type="text" value="Last Name"/>
2.	Fields <input type="text" value="First_Name"/>	<input type="text" value="First Name"/>
3.	Fields <input type="text" value="Home_phone"/>	<input type="text" value="Home Phone"/>
4.	Fields <input type="text"/>	<input type="text"/>
5.	Fields <input type="text"/>	<input type="text"/>
6.	Fields <input type="text"/>	<input type="text"/>
7.	Fields <input type="text"/>	<input type="text"/>
8.	Fields <input type="text"/>	<input type="text"/>
9.	Fields <input type="text"/>	<input type="text"/>
10.	Fields <input type="text"/>	<input type="text"/>

8. **Other Options:** put a check in the box next to **Gridlines**.
9. Optional: Indicate which field you want to sort the list by.
10. Click the **SUBMIT** button.
11. The Student List will process and appear on the screen. This is a **preview** of the report.
12. To **Print** the Student List, Choose **File, Print** from your Web browser.