Labels for students showing CA-SSID

Print labels for a section

- From the Start Page
- Left hand side, under Functions
- Select Teacher Schedules
- Click on the teacher name
  - Section or Sections display on the right hand side
  - Click on the Enrollment number

Expression	Term	Course #	Course	Sec #	Room	Enrollment
6(A)	14-15	8026_2	ADVISORY CR9-12	513	1003	1
2(A)	S1	6111	BIOLOGY 1(P)	9	1003	33

- When you see the list of students, scroll to the bottom of the list and click on Make Current Student Selection

- Once the selection is made, you will be brought to the Group Functions Page

Group Functions

Current student selection: 33

- Scroll towards the bottom of the group functions page, under the Printing subheading and select Print Mailing Labels.

Printing

Mass Print A Student Screen

Print Mailing Labels

Print Reports

Report Card - Elementary

Report Card - Elementary (2013-14)

Report Card - Secondary

Reports Menu

- On the Print Mailing Labels screen, Select **SBAC Labels (Avery 5160)** and Submit

Print Mailing Labels

Option	Value
Print Mailing Labels For	The selected 33 students
Use this mailing label layout:	SBAC Labels (Avery 5160) ⌄
How Many Pages?	○ One page only ◉ All pages
Sort Order?	◉ Student's last name ○ Mailing Zip Code ○ Address Zip Code
When to print	ASAP ⌄ _____ / ⊘ _____
Report Output Locale	English ⌄

Submit

- The report goes straight to the Report Queue
- Right click on View and select Open Link in New Tab

Report Queue (System) - My Jobs

System ReportWorks

Right click on View and select Open Link in New Tab   Refresh ▾

Created	Job Name	Started	Ended	Status
02/25/2015	Folder Label (Avery 5160)	02/25/2015 02:05 PM	02/25/2015 02:05 PM	Completed View 🗑
02/25/2015	SBAC Labels (Avery 5160)	02/25/2015 02:04 PM	02/25/2015 02:04 PM	Completed View 🗑

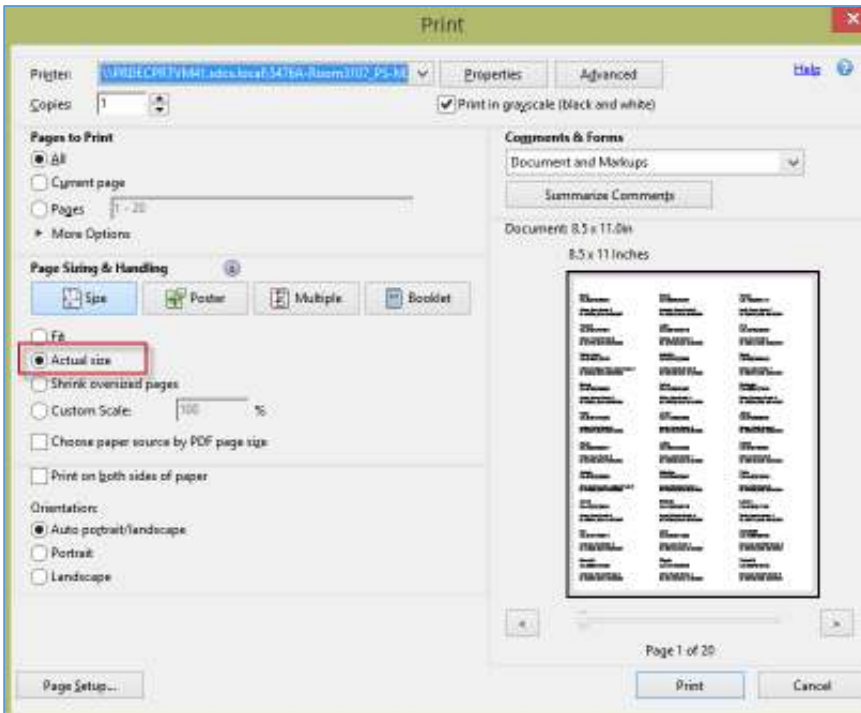**Do not print from this Preview, Labels will not line up correctly.**
- Instead, Right click on the preview and select Save Page As.
- Give them a File name, like **Labels for Smith** and Save
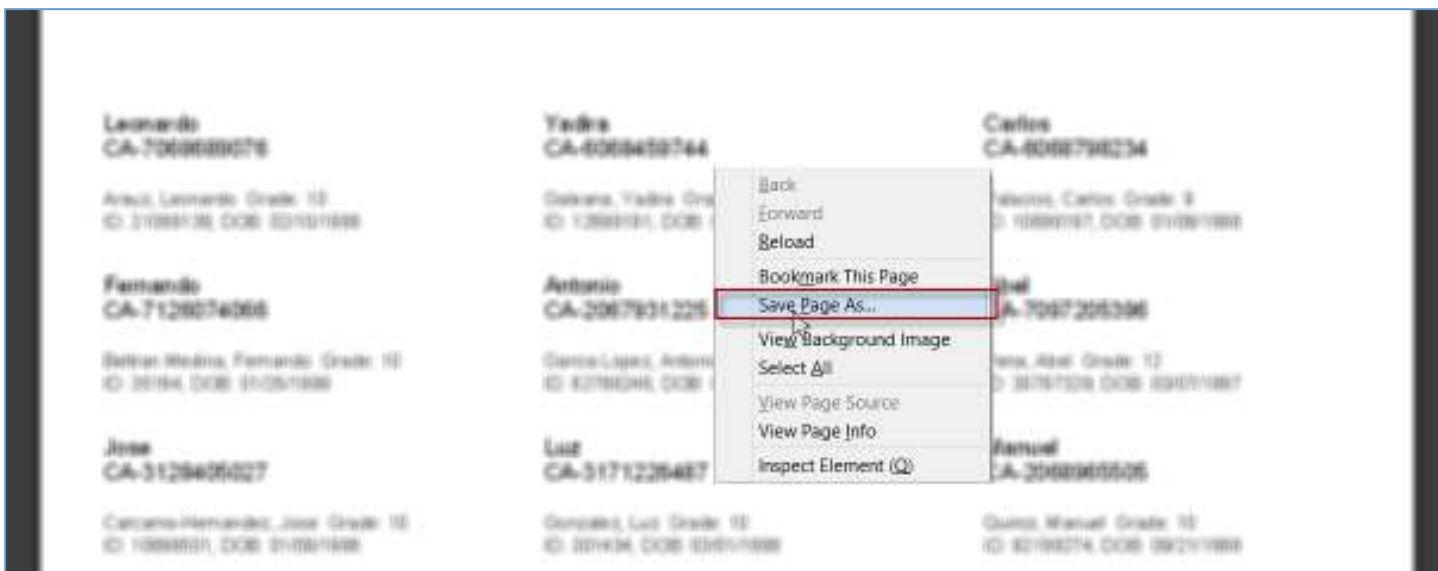
Navigate to where you saved your labels
From the File toolbar, select Print
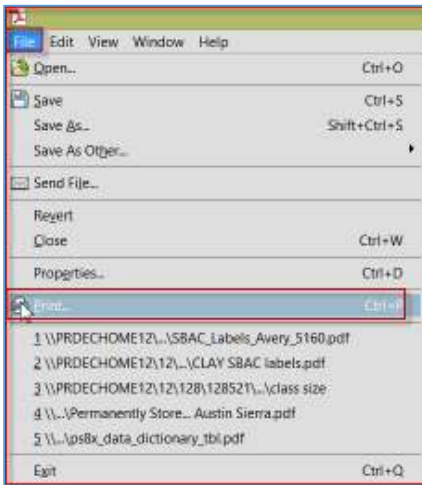
On the Print display, verify that Actual size is selected and proceed to click print.

Troubleshooting tips when labels are not lining up correctly:

- You may have printed directly from the PowerSchool preview.
- Verify your web browser, Firefox is the recommended browser for use with PowerSchool.
- Adobe Acrobat Version may be older than Adobe Reader X
- Printer is a desk jet printer.