SEQTA – Semester 2 2014
Printing Academic Summaries

Steps:

1. Select the Administration workspace and the Curriculum button

2. Select the Reporting tab

3. Select a child by typing their name here or the entire class by clicking on the ..... To print the entire class, select Roll group and find your class

4. The list of student will be displayed on the left hand side.

Select
Academic proof – Affective and comments

Select Print after all the options have been set

Don’t Archive

Updated 24 Nov 2014
5. All the report summaries will be generated. It can take up to 5 minutes.

When the summaries are ready, a number will appear in Messages

Click here to open messages


All the student summaries will be downloaded to your mac

7. Once downloaded, select your downloads folder in the doc.

If the downloads folder is not listed in the doc, search for it using finder

8. A new folder will appear in downloads. (The name does change)

Open the folder.
9. All the reports will be listed.

The reports can be printed individually by click on one student to open the PDF and then select print.

To print all the reports at once...

a) Minimize the screen
b) Select systems from the doc
c) Select printers
d) Select the printer you would like to print to and select Open Print Queue
e) Open the downloads folder with all the student summaries. Select all and drag the documents over to the print queue. The reports will start printing one at a time