

New and Improved X2, At Least!

How to do the Classroom List Report for the Snellen Eye Test

This computer printout will have the student's name, birth date, grade, room, address, zip code, phone number, sex, parents' name, done by classroom, by grade, alphabetically etc.

It is everything we need for our referrals and for our state reports.

1. SLC Web Page
2. Teacher Assistant
3. Esis
4. Login
5. Main Screen
6. Select School, Main Screen (Left Top)
7. Lock School
8. Ok
9. Reports, Main Screen (Top Right)
10. Demographics (#6), Click on "+" to Left
11. Scroll Down to Student Directory, Click and it will turn Blue
12. Specific Extract Criteria, One Click, Hour Glass (Grey Box 3rd From Bottom)
13. Clear Extract Criteria, Bottom Left, One Click, Hour Glass
14. Choose Grade (Left Middle), then Click on "NOT"
15. Use Arrows to Indicate which grades you do not want included in the report, which are 2nd, 4th, 5th, and Pre K
16. Run Extract, One Click, Hour Glass (Bottom Right)
17. Go Back
18. Go Out the Door
19. One Click on Print Icon, Hour Glass, Bottom Right
20. Find Sort, Click on Arrow and Choose "Homeroom"
20. One Click on Print Icon, Hour Glass
21. Up will come a sample for you to see before you start running off 90 pages. Scroll down to see that you have the student's name, phone number, sex, birth date, parent's name, address, zip code...All alphabetical, by grade, by classroom.
22. Click Print to send to Printer.

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1. Finally, Please staple each classroom together.
 2. At the top of each page please write the name of the teacher, the room number, and the grade.
 3. SEE ATTACHED SAMPLE.
 4. Thank You So-o-o much!!!

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