

# Print Student Labels



This guide offers a simple way to print student labels with key details like barcodes and IDs, helping streamline admin tasks and improve classroom organization.

## 1 Select "Students".

The screenshot shows the ONE TO ONE PLUS dashboard interface. The left sidebar contains a navigation menu with the following items: Dashboard, Sites, Assets, **Students** (highlighted with a red box), Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main content area displays a dashboard with several charts and reports related to assets, including 'Assets by Type', 'Assets by Site', 'Assets Not Turned In by Site', 'Assets by Status', 'Assets Assigned', and 'Assets by Funding Source'. The top navigation bar includes a search bar and a user profile icon.

## 2 Select "Print Labels".

The screenshot shows the ONE TO ONE PLUS dashboard. The left sidebar contains a 'Manage' section with 'Print Labels' highlighted in red. The main dashboard area displays several charts related to assets:

- Assets by Type:** A donut chart showing Laptop (8,704) and Chromebook, 4 iPads, 1.
- Assets by Site:** A horizontal bar chart showing CAHS (8,708) and QADQ.
- Assets Not Turned In by Site:** A line chart showing CAHS (8,708) and QADQ (0).
- Assets by Status:** A donut chart showing Active (8,878).
- Assets Assigned:** A donut chart showing Unassigned (99.7%) and Assigned (0.3%).
- Assets by Funding Source:** A bar chart showing E-Rate.

## 3 Select the options that you wish to print.

The screenshot shows the 'Print Student Labels' configuration page. The left sidebar has 'Print Labels' selected. The main area contains various filters and options for printing labels:

- Student IDs: [Empty text box]
- Student Name: **Select Some Options** (highlighted in red)
- Homeroom Teacher: Select Some Options
- Distribution Teacher: Select Some Options
- Grade Level: Select Some Options
- Site: Select Some Options
- Status: **Active**
- Created: Start Date [ ] End Date [ ]
- Assigned Asset: Select an Option
- Order First By: Select An Option
- Order Second By: Select An Option
- Order Third By: Select An Option
- Order Fourth By: Select An Option
- Grade Level Options: Select An Option
- Distribution Options: Select An Option
- Bar Code Options: Student ID \*

A green 'Run Filter' button is located at the bottom left of the configuration area.

## 4 Select "Run Filter".

ONE TO ONE PLUS

Home > Students > Print Student Labels

QA1 1to1 QA1

### Print Student Labels

Student IDs:

Student Name:

Homeroom Teacher:

Distribution Teacher:

Grade Level:

Site:

Status:

Created: Start Date  End Date

Assigned Asset:

Order First By:

Order Second By:

Order Third By:

Order Fourth By:

Grade Level Options:

Distribution Options:

Bar Code Options:

**Run Filter**

## 5 Select to Include Barcode, Student ID and/or Middle Name on Labels

ONE TO ONE PLUS

Home > Students > Print Student Labels

QA1 1to1 QA1

### Print Student Labels

Student IDs:

Student Name:

Homeroom Teacher:

Distribution Teacher:

Grade Level:

Site:

Status:

Created: Start Date  End Date

Assigned Asset:

Order First By:

Order Second By:

Order Third By:

Order Fourth By:

Grade Level Options:

Distribution Options:

Bar Code Options:

**Print Options**

Include:  Barcode  Student ID  Middle Name

Avery Template:

Number to Print:

Print Start Position:

**Print 45 Labels**

**Run Filter**

## 6 Select Avery Template.

The screenshot shows the 'Print Student Labels' interface. On the left is a navigation menu with options like Dashboard, Sites, Assets, Students, Manage, Print Labels, Staff, Locations, Help Desk, Parts, Invoices, Imports, Reports, and Settings. The main area is titled 'Print Student Labels' and contains several filter fields: Student IDs, Student Name, Homeroom Teacher, Distribution Teacher, Grade Level, Site, Status (set to Active), Created, Assigned Asset, Order First By, Order Second By, Order Third By, Order Fourth By, Grade Level Options, Distribution Options, and Bar Code Options (set to Student ID). A 'Run Filter' button is at the bottom left. On the right, the 'Print Options' section includes checkboxes for 'Barcode', 'Student ID', and 'Middle Name'. Below these are 'Avery Template', 'Number to Print', and 'Print Start Position'. The 'Avery Template' dropdown is open, showing '5160' selected and highlighted in blue, with a red box around it. Other options in the dropdown are 5195, 5877, and 61524. A 'Print 45 Labels' button is located below the dropdown.

## 7 Select the "Number to Print" field.

This screenshot is similar to the previous one, showing the 'Print Student Labels' interface. The 'Print Options' section is the same, but the 'Number to Print' dropdown menu is now open, showing the value '1'. A red box is drawn around the dropdown menu. The 'Avery Template' dropdown remains open and shows '5160' selected. The 'Print 45 Labels' button is still visible below the dropdowns.

## 8 Select the "Print Start Position" field.

The screenshot shows the 'Print Student Labels' interface. On the left is a navigation menu with 'Print Labels' selected. The main area contains a form with various filters and a 'Print Options' section. In the 'Print Options' section, the 'Print Start Position' dropdown is highlighted with a red box and shows the value '1'. Below it is a green 'Print 45 Labels' button.

## 9 Select "Print Labels".

The screenshot shows the 'Print Student Labels' interface. In the left navigation menu, the 'Print Labels' option is highlighted with a red box. The rest of the page content is identical to the previous screenshot.