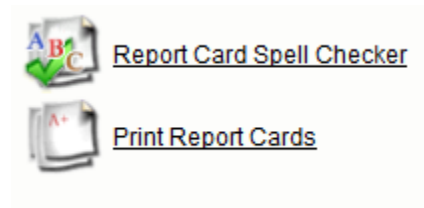


# Printing Tips

Get to your Maplewood Achievement menu either by the regular way you get to MW from the staff room website, or by leaving StudentsAchieve by clicking the 'Enter Comments and Review Report Cards'



You can spell check and then print your report cards from this menu.

In the spell check area, it will check and tell you the number of errors, show you the errors, and allow for them to be fixed in this area. A Vice-Principal or Principal can spell check the whole school from this screen by changing staff members. The forest thanks you for previewing comments online like this ☺

	Checked	# of spell check errors
		0
		0
		0
		0

In the Print area, You need to:

- Ensure your name is the one in the drop down list, the class you want to print **(1)**
- Choose the report you want to print, there should only be one in most cases **(2)**
- Choose Full Duplex under Page Padding **(3)**, if you wish to insert a blank page after every odd numbered page report card so that your photocopier can do double-sided without putting someone's first page on the back of someone's last page.

## Print Report Cards

Report Name Select Student  Include Deleted Students

8HNo Designation Handley, Darlene

Report Date: 09/25/2012

Page Padding: **Full Duplex** **3**

#	Name	Grade	Select All	Select None
1		8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2		8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3		8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4		8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5		8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6		8	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Please note you can print one, some or all students in your class by checking off individual students.