

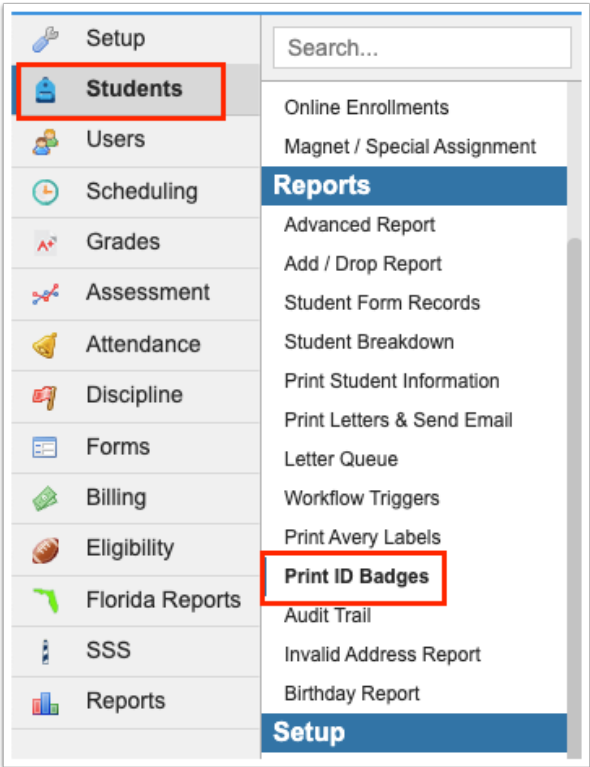
Print ID Badges

The Print ID Badges screen is used to customize and print student ID badges. The customized badge also displays for students logged into the mobile app in the Virtual ID Badge screen.


i If the local ID student field has a value in it (student field with the alias local_id), the local ID and its corresponding bar code will display on the badge instead of the student ID.

Printing ID Badges for a Group of Students

1. In the **Students** menu, click **Print ID Badges**.

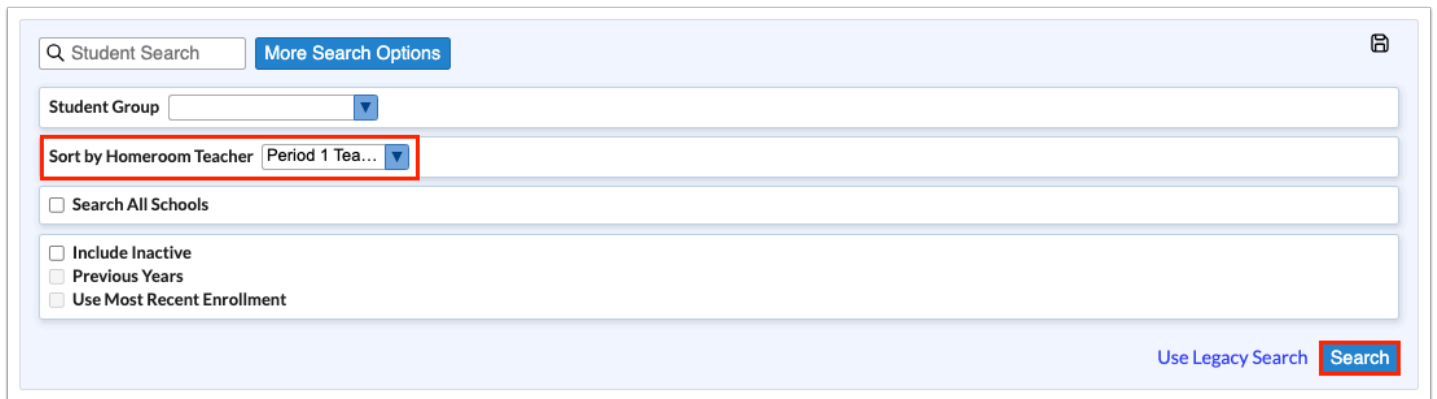


2. In the Student Search screen, enter search criteria to locate the group of students.

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

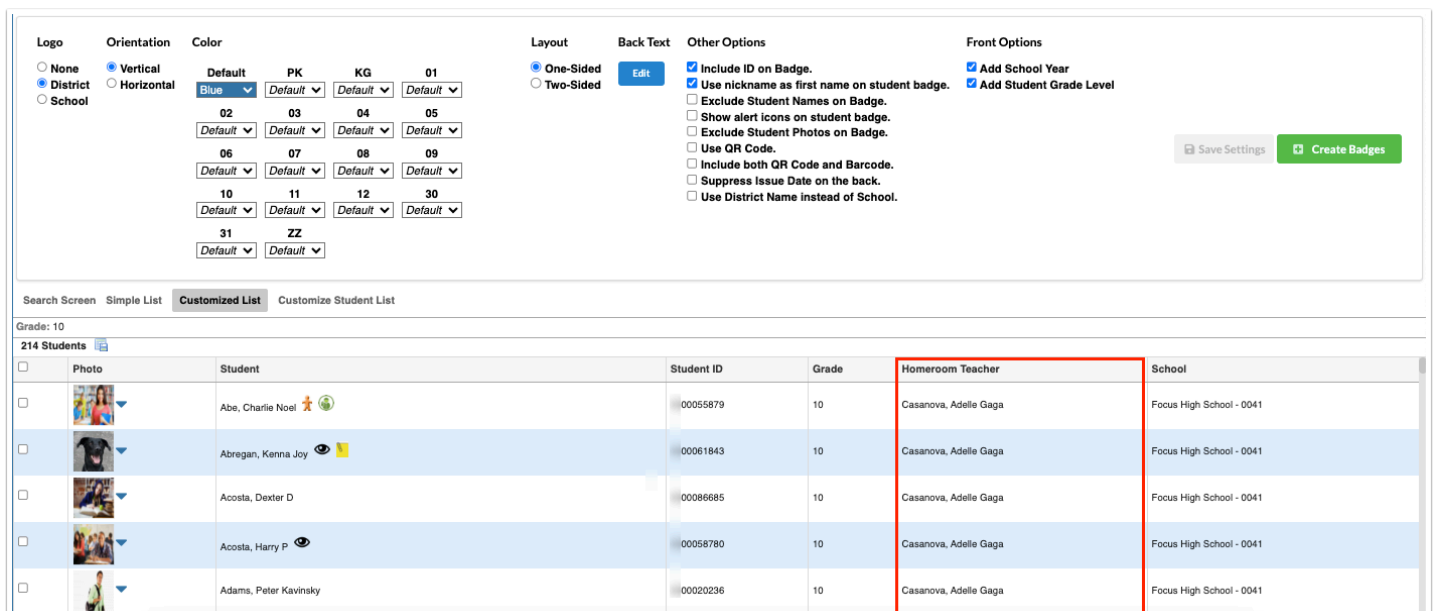
3. To sort ID badges by teacher, select the period teacher in the **Sort by Homeroom Teacher** pull-down.

4. Click **Search**.



The screenshot shows the search interface. At the top, there is a search bar with 'Student Search' and a 'More Search Options' button. Below this is a 'Student Group' dropdown. The 'Sort by Homeroom Teacher' dropdown is highlighted with a red box, showing 'Period 1 Tea...'. Below the dropdown are checkboxes for 'Search All Schools', 'Include Inactive', 'Previous Years', and 'Use Most Recent Enrollment'. At the bottom right, there are buttons for 'Use Legacy Search' and 'Search'.

The students returned in the search are listed at the bottom of the next screen. If a period teacher option was selected in the Sort by Homeroom Teacher pull-down on the search screen, the students returned in the search are organized by the period teacher and the teacher name displays in the Homeroom Teacher column.



The screenshot shows the badge settings and student list. The top section contains settings for Logo, Orientation, Color, Layout, Back Text, Other Options, and Front Options. The 'Customized List' tab is selected. Below the settings is a table of 214 students. The 'Homeroom Teacher' column is highlighted with a red box, showing 'Casanova, Adelle Gaga' for all students.

Photo	Student	Student ID	Grade	Homeroom Teacher	School
	Abe, Charlie Noel	00055879	10	Casanova, Adelle Gaga	Focus High School - 0041
	Abregan, Kenna Joy	00061843	10	Casanova, Adelle Gaga	Focus High School - 0041
	Acosta, Dexter D	00086685	10	Casanova, Adelle Gaga	Focus High School - 0041
	Acosta, Harry P	00058780	10	Casanova, Adelle Gaga	Focus High School - 0041
	Adams, Peter Kavinsky	00020236	10	Casanova, Adelle Gaga	Focus High School - 0041

At the top of the screen are the badge settings.

Logo

☐ None
☒ District
☐ School

Orientation

☒ Vertical
☐ Horizontal

Color

Default

PK

KG

01

Blue

Default

Default

Default

02

03

04

05

Default

Default

Default

Default

06

07

08

09

Default

Default

Default

Default

10

11

12

30

Default

Default

Default

Default

31

ZZ

Default

Default

Layout

☒ One-Sided
☐ Two-Sided

Back Text

Edit

Other Options

☒ Include ID on Badge.
☒ Use nickname as first name on student badge.
☐ Exclude Student Names on Badge.
☐ Show alert icons on student badge.
☐ Exclude Student Photos on Badge.
☐ Use QR Code.
☐ Include both QR Code and Barcode.
☐ Suppress Issue Date on the back.
☐ Use District Name instead of School.

Front Options

☒ Add School Year
☒ Add Student Grade Level

Save Settings

Create Badges

Search Screen Simple List Customized List Customize Student List

Grade: 10

214 Students

	Photo	Student	Student ID	Grade	Homeroom Teacher	School
<input type="checkbox"/>		Abe, Charlie Noel 🧑🏻 🧑🏻	00055879	10	Casanova, Adelle Gaga	Focus High School - 0041
<input type="checkbox"/>		Abregan, Kenna Joy 🧑🏻 🧑🏻	00061843	10	Casanova, Adelle Gaga	Focus High School - 0041
<input type="checkbox"/>		Acosta, Dexter D	00086685	10	Casanova, Adelle Gaga	Focus High School - 0041
<input type="checkbox"/>		Acosta, Harry P 🧑🏻	00058780	10	Casanova, Adelle Gaga	Focus High School - 0041
<input type="checkbox"/>		Adams, Peter Kavinsky	00020236	10	Casanova, Adelle Gaga	Focus High School - 0041

i Your profile must have the Edit permission for the Print ID Badges screen in order to change and save the badge settings. The settings will be grayed out if your user profile only has the View permission for this screen.

5. Select a **Logo** option.

Select **None** to have no logo.

Select **District** to use the district logo. This uses the logo that displays at the top-left of the Portal screen.

Select **School** to use the school logo. This uses the logo uploaded in the [School Fields](#) system field with the alias "school_logo." If this option is selected and there is no school logo uploaded, the district logo will be used.

i When "None" is selected, the words "ID Badge" display on the badge in the place of the district or school logo.


6. Select an **Orientation** for the badge, **Vertical** or **Horizontal**.

7. Select a **Color**. The selected color will display behind the school or district name on the badge.

A separate color can be selected for each grade level. If a color is not set for a student's grade level, the Default color will be used.

8. Select a **Layout**, **One-Sided** or **Two-Sided**.

9. If Two-Sided was selected, click **Edit** and enter the text that will display on the back of the badge in the pop-up window.

 The text you enter will display on the back side of the badge beneath the Issue Date of the badge (the date the badge was generated). To hide the issue date, select the "Suppress Issue Date on the back" setting in the Other Options section of the screen.

10. To include or remove the student ID from the badge, select or deselect **Include ID on Badge**.

11. Select **Use nickname as first name on student badge** to use the student's nickname instead of the first name on the badge.

12. Select **Exclude Student Names on Badge** to remove student names from the badge.

13. Select **Show alert icons on student badge** to display alert icons beneath the student's name on the badge.

Only alert icons with the "Show on ID badge" option enabled in Setup > Edit Rules & Workflow > [Alert Icons](#) will display on the badge.

14. Select **Exclude Student Photos on Badge** to remove student photos from the badge.

15. Select **Use QR Code** to display a QR code instead of the barcode on the badge.

16. Select **Include both QR Code and Barcode** to display both the QR code and barcode on the badge.

17. Select **Suppress Issue Date on the back** to hide the issue date on the back of the badge.

18. Select **Use District Name instead of School** to use the district name instead of the school name on the badge.

19. Select **Add School Year** to add the school year on the front of the badge.

When using the vertical orientation, the school year will display vertically on the left side of the badge. When using the horizontal orientation, the school year will display horizontally at the top-left of the badge.

20. Select **Add Student Grade Level** to add the student's grade level on the front of the badge.

When using the vertical orientation, the grade level will display vertically on the right side of the badge. When using the horizontal orientation, the grade level will display horizontally at the top-right of the badge.

21. Click **Save Settings** to save your selected settings. The next time you return to Print ID Badges, your settings will be automatically selected.

Logo

Orientation

Color

Layout

Back Text

Other Options

Front Options

☐ None

☒ District

☐ School

Vertical

Horizontal

Default

PK

KG

01

Blue

Default

Default

Default

02

03

04

05

Default

Default

Default

Default

06

07

08

09

Default

Default

Default

Red

10

11

12

30

Green

Purple

Gray

Default

31

ZZ

Default

Default

One-Sided

Two-Sided

Edit

☒ Include ID on Badge.

☒ Use nickname as first name on student badge.

☐ Exclude Student Names on Badge.

☐ Show alert icons on student badge.

☐ Exclude Student Photos on Badge.

☐ Use QR Code.

☐ Include both QR Code and Barcode.

☐ Suppress Issue Date on the back.

☐ Use District Name instead of School.

Add School Year

Add Student Grade Level

Save Settings

Create Badges

Search Screen

Simple List

Customized List

Customize Student List

Grade: 10

214 Students

22. At the bottom of the screen, select the students to print. Select the check box in the column header to select all students in the list.

Logo

Orientation

Color

Layout

Back Text

Other Options

Front Options

☐ None

☒ District

☐ School

Vertical

Horizontal

Default

PK

KG

01

Blue

Default

Default

Default

02

03

04

05

Default

Default

Default

Default

06

07

08

09

Default

Default

Default

Red

10

11

12

30

Green

Purple

Gray

Default

31

ZZ

Default

Default

One-Sided

Two-Sided

Edit

☒ Include ID on Badge.

☒ Use nickname as first name on student badge.

☐ Exclude Student Names on Badge.

☐ Show alert icons on student badge.

☐ Exclude Student Photos on Badge.

☐ Use QR Code.

☐ Include both QR Code and Barcode.

☐ Suppress Issue Date on the back.

☐ Use District Name instead of School.

Add School Year

Add Student Grade Level

Save Settings

Create Badges

Search Screen

Simple List

Customized List

Customize Student List

Grade: 10

214 Students

214 Selected

23. Click **Create Badges**.

Logo

☐ None
☒ District
☐ School

Orientation

☒ Vertical
☐ Horizontal

Color

Default

PK

KG

01

Blue

Default

Default

Default

02

03

04

05

Default

Default

Default

Default

06

07

08

09

Default

Default

Default

Red

10

11

12

30

Green

Purple

Gray

Default

31

ZZ

Default

Default

Layout

☒ One-Sided
☐ Two-Sided

Back Text

Edit

Other Options

☒ Include ID on Badge.
☒ Use nickname as first name on student badge.
☐ Exclude Student Names on Badge.
☐ Show alert icons on student badge.
☐ Exclude Student Photos on Badge.
☐ Use QR Code.
☐ Include both QR Code and Barcode.
☐ Suppress Issue Date on the back.
☐ Use District Name instead of School.

Front Options

☒ Add School Year
☒ Add Student Grade Level

Save Settings

Create Badges

Search Screen

Simple List

Customized List

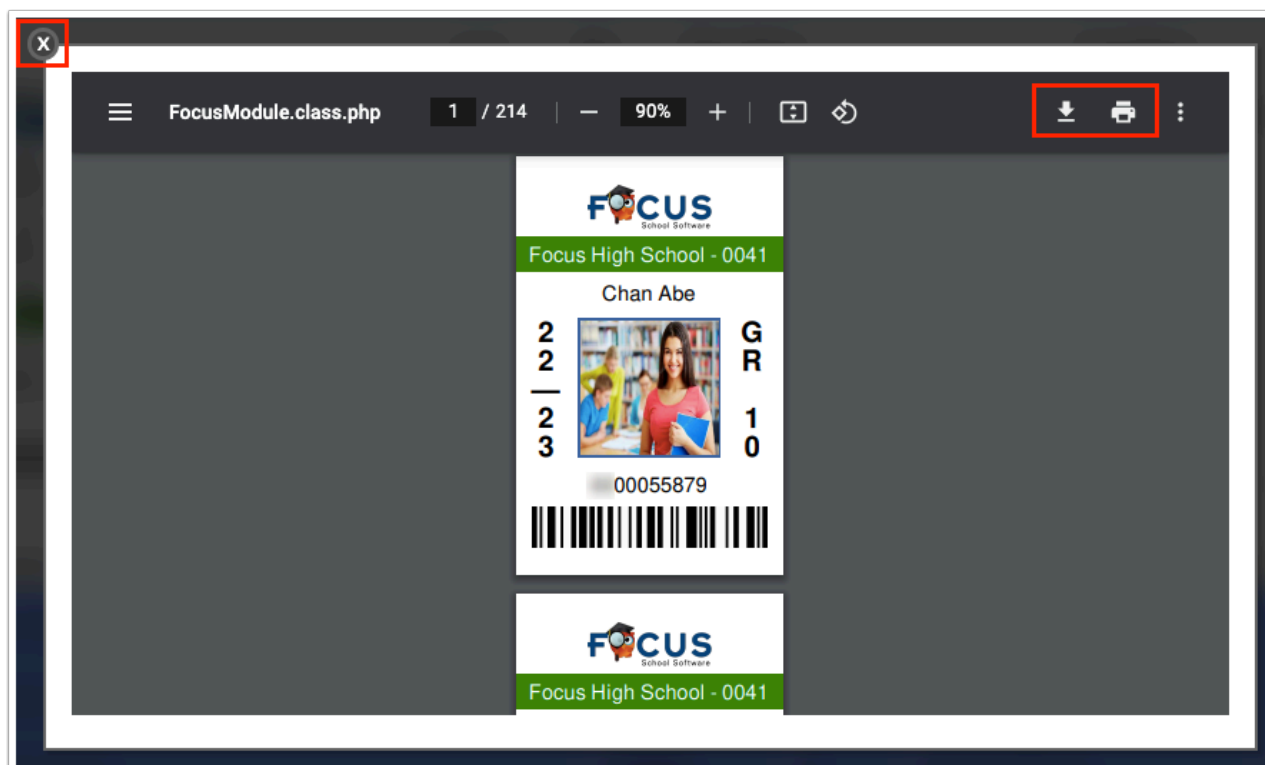
Customize Student List

Grade: 10

214 Students 214 Selected

A PDF of the badges is generated, which you can save to your computer or print.

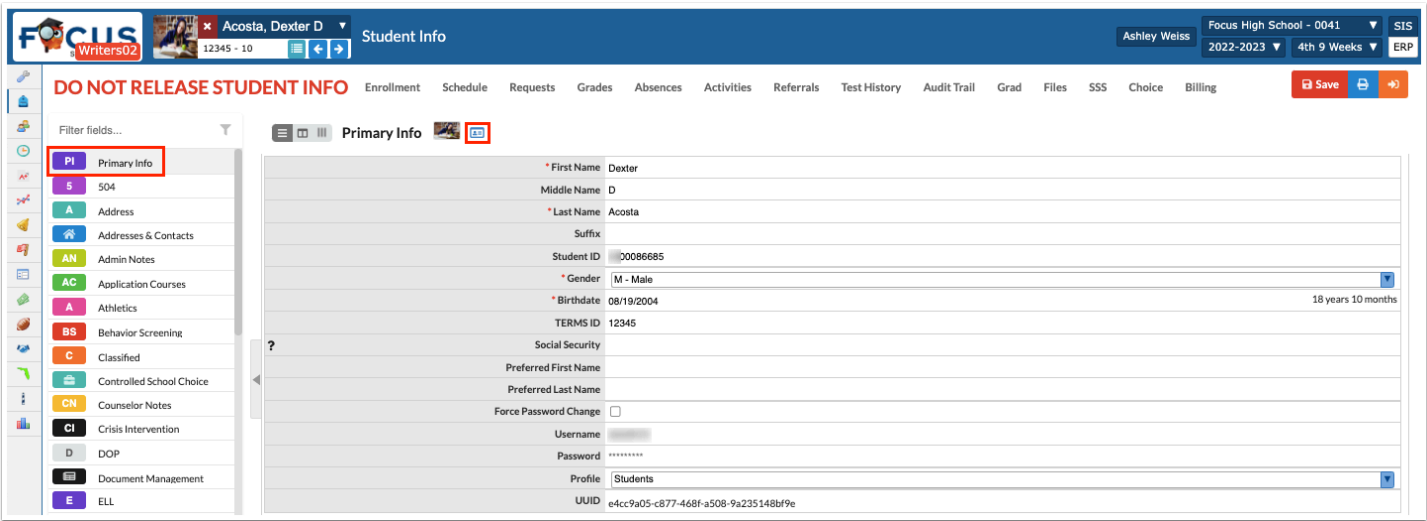
24. Click the X when finished.




Printing an ID Badge for a Single Student from Student Info

A badge can be printed for a single student directly from the student's record in [Student Info](#).

- 1. Search for and select the student. See [Searching for Students](#) for more information.
- 2. Once Student Info is displayed for the student, click the **Primary Info** category.
- 3. Click the badge icon.



 Only users with the profile permissions to Print ID Badges will be able to view and click on the badge icon.

The Print ID Badges screen is displayed, with the student automatically selected at the bottom of the screen.

Logo

☐ None
☒ District
☐ School

Orientation

☒ Vertical
☐ Horizontal

Color

Default

PK

KG

01

Blue

Default

Default

Default

02

03

04

05

Default

Default

Default

Default

06

07

08

09

Default

Default

Default

Red

10

11

12

30

Green

Purple

Gray

Default

31

ZZ

Default

Default

Layout

☒ One-Sided
☐ Two-Sided

Edit

Back Text

Other Options

☒ Include ID on Badge.
☒ Use nickname as first name on student badge.
☐ Exclude Student Names on Badge.
☐ Show alert icons on student badge.
☐ Exclude Student Photos on Badge.
☐ Use QR Code.
☐ Include both QR Code and Barcode.
☐ Suppress Issue Date on the back.
☐ Use District Name instead of School.

Front Options

☒ Add School Year
☒ Add Student Grade Level

Save Settings

Create Badges

Search Screen Simple List Customized List Customize Student List

Student: 00086685

1 Student

	Photo	Student	Student ID	Grade	School
<input checked="" type="checkbox"/>		Acosta, Dexter D	00086685	10	Focus High School - 0041

4. If needed, adjust the settings at the top of the screen. If you have saved the settings previously on the Print ID Badges screen, your settings will be automatically selected.

i Your profile must have the Edit permission for the Print ID Badges screen in order to change and save the badge settings. The settings will be grayed out if your user profile only has the View permission for this screen.

5. Click **Create Badges**.

Logo

☐ None
☒ District
☐ School

Orientation

☒ Vertical
☐ Horizontal

Color

Default

PK

KG

01

Blue

Default

Default

Default

02

03

04

05

Default

Default

Default

Default

06

07

08

09

Default

Default

Default

Red

10

11

12

30

Green

Purple

Gray

Default

31

ZZ

Default

Default

Layout

☒ One-Sided
☐ Two-Sided

Edit

Back Text

Other Options

☒ Include ID on Badge.
☒ Use nickname as first name on student badge.
☐ Exclude Student Names on Badge.
☐ Show alert icons on student badge.
☐ Exclude Student Photos on Badge.
☐ Use QR Code.
☐ Include both QR Code and Barcode.
☐ Suppress Issue Date on the back.
☐ Use District Name instead of School.

Front Options

☒ Add School Year
☒ Add Student Grade Level

Save Settings

Create Badges

Search Screen Simple List Customized List Customize Student List

Student: 00086685

1 Student

	Photo	Student	Student ID	Grade	School
<input checked="" type="checkbox"/>		Acosta, Dexter D	00086685	10	Focus High School - 0041

6. After saving or printing the generated PDF, click the **X**.

