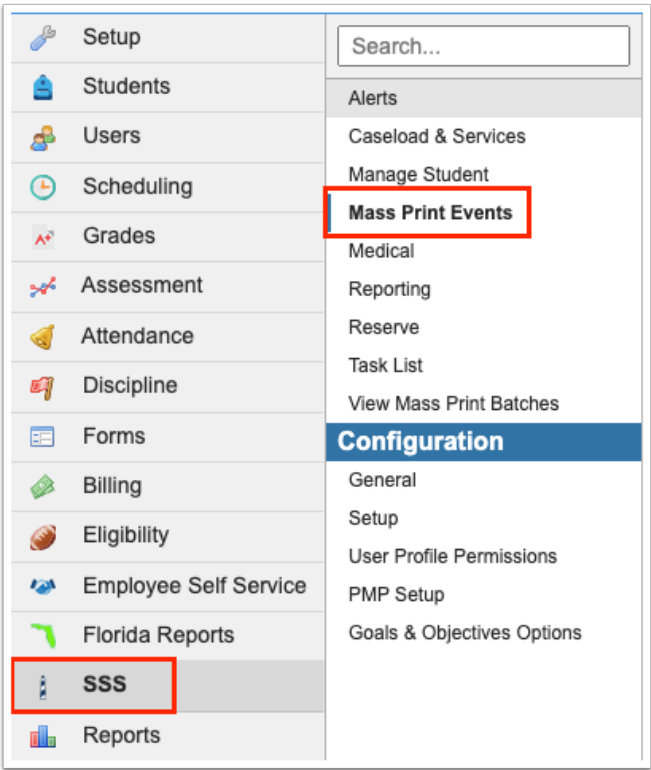


Mass Print Events

The Mass Print Events screen is used to print SSS event and step information for one or multiple students at one time. Once a batch of information is generated, the [View Mass Print Batches](#) screen is used to download the PDF.

Generating a Batch

1. In the **SSS** menu, click **Mass Print Events**.



2. On the Search Screen, enter search criteria to locate the student(s) for which to print event and step information. Students who have any open or locked SSS event will return in the search.

[View Mass Print Batches](#)

Search Screen
Simple List
Customized List

Student Search

Student:

[More Search Options](#)

Event:

Steps:

Print Options

Initiated Dates: →

School Period:

Display Teacher on Events: ☐

Student Group:

☐ Search All Schools

☐ Include Inactive Students

3. On the right side of the Search Screen, select the **Event**.

4. Select one or multiple **Steps** to print.

i When one step is selected, only steps that have data entered by users are printed.

i When a step is selected that has a graph, the "Add Data Table from Graph" option becomes available in the Print Options section. Select the check box to include the data table beneath the graph.

Event:

Steps:

Print Options

| Step | Option | Value |
|--------------|---------------------------|-------------------------------------|
| Academic PMP | Add Data Table from Graph | <input checked="" type="checkbox"/> |

Initiated Dates: →

School Period:

Display Teacher on Events: ☐

Student Group:

☐ Search All Schools

☐ Include Inactive Students

5. Adjust the **Initiated Dates** to print events that were initiated between the dates entered.

6. Select the **School Period** to display the teacher of that period for each student on the next screen.

The teacher may also display on the printouts, depending on whether the "Display Teacher on Events" option is selected. See the next step for more information.

7. Leave the **Display Teacher on Events** check box unselected to display the teacher of the selected school period on a cover sheet that is inserted between each event instance. Select the check box to add the teacher name to the footer next to the page numbers on each event instance.

8. Click **Search**.

[View Mass Print Batches](#)

Search Screen Simple List Customized List

Student Search

Student

[More Search Options](#)

Event: IEP Event

Steps: Accommodations/Modifications

Print Options

Initiated Dates: 08/01/2022 → 05/28/2023

School Period: Period 1

Display Teacher on Events: ☐

Student Group

☐ Search All Schools

☐ Include Inactive Students






Search Reset

The students that match the search criteria are displayed on the next screen, along with their status, date and time the event was initiated, user who initiated the event, event status, and teacher of the school period selected on the previous screen.

0 Event(s) Selected [Generate](#)

Search Screen Simple List Customized List

5 Records [Export](#) [Filter: OFF](#)

| Check All | Photo | Student | Student ID | Grade | Student Status | Date Initiated | Initiated By | Event Status | Teacher |
|--------------------------|---|--------------------------|------------|-------|----------------|---------------------|----------------------|--------------|--------------|
| <input type="checkbox"/> |  | Acosta, Harry P | 00058780 | 10 | Active | 09/28/2022 09:02 am | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input type="checkbox"/> |  | Adams, Ponyboy Henry | 00086404 | 09 | Active | 09/22/2022 01:45 pm | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input type="checkbox"/> |  | Aguilar, Emily Dickinson | 00022481 | 12 | Active | 08/30/2022 01:05 pm | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input type="checkbox"/> |  | Anthony, Vernon Dudley | 00078990 | 11 | Active | 11/04/2022 03:17 pm | Ashley Weiss (27342) | Open | |
| <input type="checkbox"/> |  | Arteaga, Bertha George | 00060988 | 10 | Active | 11/01/2022 01:17 pm | Ashley Weiss (27342) | Open | |






9. Select the check boxes next to the records to print, or click **Check All** at the top of the column to select all records in the list.

5 Event(s) Selected [Generate](#)

[View Mass Print Batches](#)

Search Screen **Simple List** Customized List

5 Records [Export](#) [Filter: OFF](#)

| Check All | Photo | Student | Student ID | Grade | Student Status | Date Initiated | Initiated By | Event Status | Teacher |
|-------------------------------------|---|--------------------------|------------|-------|----------------|---------------------|----------------------|--------------|--------------|
| <input checked="" type="checkbox"/> |  | Acosta, Harry P | 00058780 | 10 | Active | 09/28/2022 09:02 am | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input checked="" type="checkbox"/> |  | Adams, Ponyboy Henry | 00086404 | 09 | Active | 09/22/2022 01:45 pm | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input checked="" type="checkbox"/> |  | Aguilar, Emily Dickinson | 00022481 | 12 | Active | 08/30/2022 01:05 pm | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input checked="" type="checkbox"/> |  | Anthony, Vernon Dudley | 00078990 | 11 | Active | 11/04/2022 03:17 pm | Ashley Weiss (27342) | Open | |
| <input checked="" type="checkbox"/> |  | Arteaga, Bertha George | 00060988 | 10 | Active | 11/01/2022 01:17 pm | Ashley Weiss (27342) | Open | |






10. Click **Generate** at the top-right corner of the screen.

5 Event(s) Selected [Generate](#)

[View Mass Print Batches](#)

Search Screen **Simple List** Customized List

5 Records [Export](#) [Filter: OFF](#)

| Check All | Photo | Student | Student ID | Grade | Student Status | Date Initiated | Initiated By | Event Status | Teacher |
|-------------------------------------|---|--------------------------|------------|-------|----------------|---------------------|----------------------|--------------|--------------|
| <input checked="" type="checkbox"/> |  | Acosta, Harry P | 00058780 | 10 | Active | 09/28/2022 09:02 am | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input checked="" type="checkbox"/> |  | Adams, Ponyboy Henry | 00086404 | 09 | Active | 09/22/2022 01:45 pm | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input checked="" type="checkbox"/> |  | Aguilar, Emily Dickinson | 00022481 | 12 | Active | 08/30/2022 01:05 pm | Ashley Weiss (27342) | Open | Adelle (2 5) |
| <input checked="" type="checkbox"/> |  | Anthony, Vernon Dudley | 00078990 | 11 | Active | 11/04/2022 03:17 pm | Ashley Weiss (27342) | Open | |
| <input checked="" type="checkbox"/> |  | Arteaga, Bertha George | 00060988 | 10 | Active | 11/01/2022 01:17 pm | Ashley Weiss (27342) | Open | |

A pop-up window is displayed, with a link to the [View Mass Print Batches](#) screen. The PDFs will be available to download from that screen once the batch is generated.

X

Your batch is being generated. Please navigate to [View Mass Print Batches](#) to monitor the status.