Creating FSA labels

As schools are starting their FSAs and needing to print labels for them, here are the steps needed to complete the labels:

School View>Student Top Tab>Filter: Grade Level => Grade level: grade in your school completing them>Search based on: Primary Active>Submit

School View>Student Top Tab>Field Set: FSA labels--JC 2017

School View>Student Top Tab>Printer icon: CSV

Open the Excel Spreadsheet>Save As: name--Grade 4 FSA Labels, Format--Excel worksheet (.xls)

Open a Blank Word Document>Tools>Mail Merge Manager>1. Select document type: Create new--Label>2. Select recipients List: Get list--Open Data Source>select your previous document: Grade 4 FSA Labels.xls>3. Insert placeholders: setup labels for LegalFirst name, LegalLast name and PEN (put a space between First and Last Name and then click Enter between Last Name and PEN to set up full name on first line and PEN on 2nd line>6. Complete Merge: click Printer icon to Print the Labels