

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

The screenshot shows the 'Student List' interface with a search criteria dialog box open. The dialog box has the following fields and values:

- Grade level: 04
- Search based on: Primary Active Students

Buttons for 'Submit' and 'Close' are visible at the bottom of the dialog. Callout boxes indicate the following steps:

- Step 1: Top Tab (points to the 'Student' tab)
- Step 2: Filter (points to the search criteria dialog)
- Step 3: Grade 4 and Primary Active (points to the '04' and 'Primary Active Students' fields)
- Step 5: Submit (points to the 'Submit' button)

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

The screenshot shows the 'Student List' interface with a field set dialog box open. The dialog box has the following fields and values:

- LegalLast
- LegalFirst
- PEN

Buttons for 'Options', 'Reports', and 'Help' are visible above the field set. Callout boxes indicate the following steps:

- Step 1: Top Tab (points to the 'Student' tab)
- Step 2: Field Set --select FSA label (points to the field set dialog)

A yellow box highlights the field set dialog with the text 'Columns set in this Field Set'. The table below shows the columns 'LegalLast', 'LegalFirst', and 'PEN' with '0 of 62 selected' and 'Grade Level = 04' indicated.

School View>Student Top Tab>Printer icon: CSV

The screenshot shows the 'Student List' interface with a printer icon and a CSV file download. The printer icon is highlighted with a callout box indicating 'Step 2: Printer Icon --select CSV'. The CSV file download is highlighted with a callout box indicating 'Step 3: Excel document'. The file name is 'QR_61280417353743....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

The screenshot shows the Microsoft Word Mail Merge Manager interface. A red callout box at the top center says "Step 1: Tools>Labels". The main window displays a document with placeholder text: «ÈÀLegalLast»«LegalFirst»«PEN». The Mail Merge Manager task pane on the right is open, showing the following steps:

- 1. Select Document Type: Create New > Main document: Document2 Merge type: Mailing Labels
- 2. Select Recipients List: Get List > Open Data Source > select Grade 4 FSA Labels.xls
- 3. Insert Placeholders: Drag placeholders into document: LegalLast, LegalFirst, PEN
- 4. Filter Recipients
- 5. Preview Results
- 6. Complete Merge

Three yellow callout boxes provide detailed instructions:

- Mail Merge Manager: 1. Select Document type: Create new>Label** (points to step 1 in the task pane)
- Mail Merge Manager: 2. Select Recipients List: Get List>Open Data Source>select Grade 4 FSA Labels.xls** (points to step 2 in the task pane)
- Mail Merge Manager: 3. Insert Placeholders>drag LegalFirst to start the first line>click spacebar>drag EÀLegalLast for next>click Enter>drag PEN to line below---continue through rest of page** (points to step 3 in the task pane)
- Mail Merge Manager: 6. Complete Merge>click first icon to Print Labels** (points to the printer icon in step 6 of the task pane)

The status bar at the bottom indicates: Print Layout View, Sec 1, Pages: 1 of 1, Words: 0 of 59, 125% zoom.