## Tagging specific students for reports, mailings, etc.

Sometimes you only want to print labels or letters or fee statements for a small number of students. These steps will allow you to create a filter for that purpose.

Go to the Utilities menu and choose Student QBE Maintenance to initially create this filter.



Click on the Insert button to create the new filter

🚔 Student QBE for STIOffice Q	uery List	
Description Query #		. /
Description	Query # 🔨	
6TH GR MALES	34	
7A Germann Block	23	
7b Stephens Block	41	
7th & 8th Band	30	
8A Tittle Block	21	
8B Sawyer Block	22	<u>C</u> hange
All Students	1	
ALI Grabozak	24	<u>D</u> elete
Anita's All Students	51	
ATime/Philips	40	
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Description:		
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Type in a description of the filter. Next click on the Adv Student tab

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0	Last Name 💌	Home Room Grade	<u>I</u> est
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° e	Student Name	Student # Gd Home R Course # P	Zip Code F	

## Click on the 1 Student button

Select the specific students you want by either highlighting and click on Select or double clicking.

lame Student # Grade Home Room							
Student Name	Student #	Grade	Home Room	Teacher	^		6
Abner, Shane R.	95612	07	0218				. 5
Acosta, Alexandra	92313	07	0219		-	Select	r i
Adams, Neasha D. Adams, Casab F	96059	07	0321				œ
Adams, Saran F. Adkisson, Samantha	92200 102200	07	0221				
Abmad. Adam	102200	00	0208				
Ainsworth, Leatha N.	94692	07	0220				
14 44 4 ? <b>&gt; &gt;&gt; &gt;</b> >1					<b>~</b>		ent:
Last Name:							Ac
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Notice that as you select the students, they appear in the Student Filter Expression  $_{\lambda}$ 



To easily check your list for accuracy—click on the Test button and either scroll through the list of students that appear or click on the print button and check the list.



Now Close the filter and the initial filter screen. Choose your report or label, etc. I have chosen Mailing Labels in the Student file as an illustration—When you select your filter, scroll to the one you just created. Proceed with any other choices you want.

Student / Guardian Mailing Labels				
Select <u>F</u> ilter	- Other O			
▼	Labels			
Special Ed 4	Label T			
Student Logins 28	🔍 1. L			
Tagged Students 52	0 2. F			
Number of Labels / Student: 1 🛨				

Clearing out the old data and entering new:

The next time you want to tag students, go to Utilities and Student QBE Maintenance again. This time, select your filter and click on Change



Click on the Adv Student tab again Notice the old list is in the Expression area. Click on Clear All

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69	☐ I <u>n</u> c User File <u>S</u> tudent Filter Expression	<u> </u>	W
ر ا چ	Delimiter     stu:snum = '95612' or stu:snum = '102201' or stu:snum = '92202'		
r Ì	1 Student	Count: 0	ce

Now the old list is gone and you once again follow the same procedure as above, starting with clicking on 1 Student

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