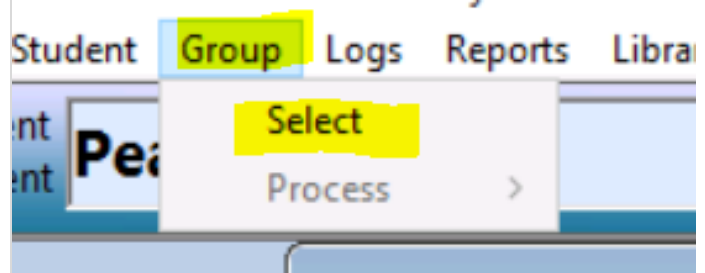
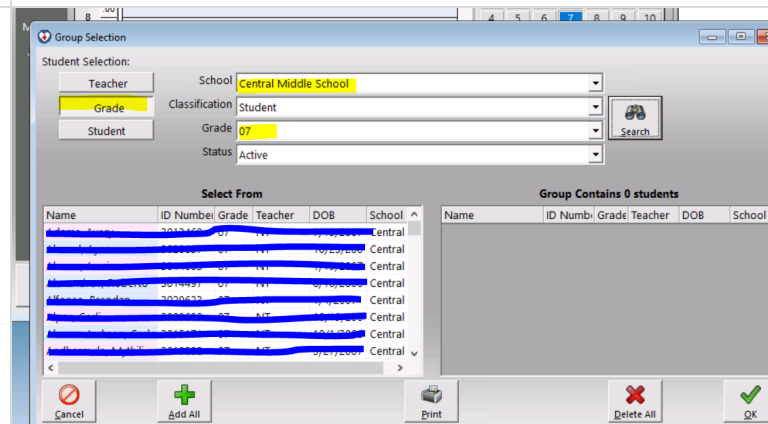


**CREATING LABELS**

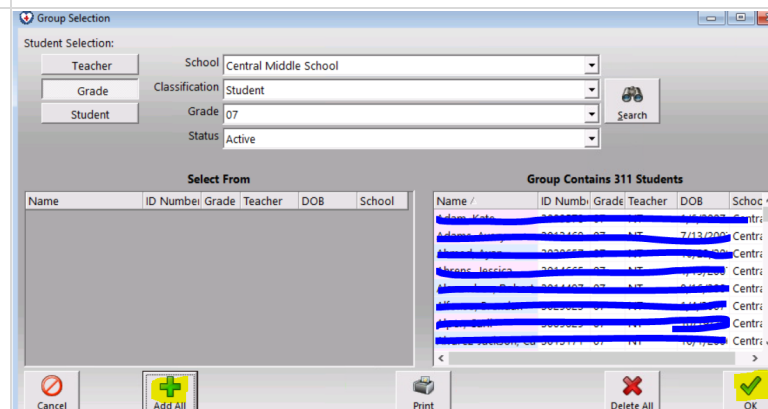
1 You will first need to create or select the group of students you want to make labels for. As an example, I am creating labels for all of the students in 7th grade at PCM for vision screening



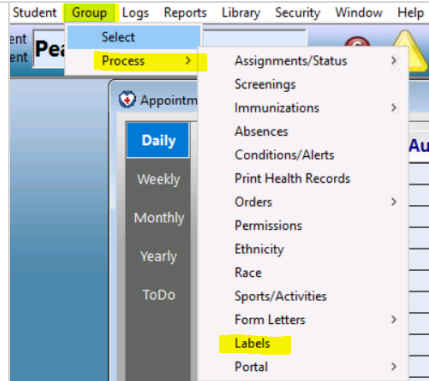
2 You will then see this screen, where you will search for all 7th graders. You will hit grade, scroll down for 7th grade, and then hit search. You will then see all of the 7th grade students in the left hand column.



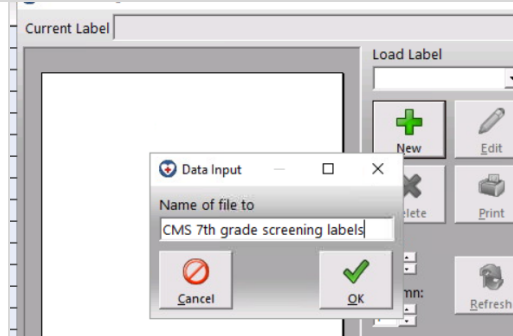
3 You will then hit "Add All" and all of the students will then be in the right hand column. You will then hit okay to create the group of all 7th graders students at CMS



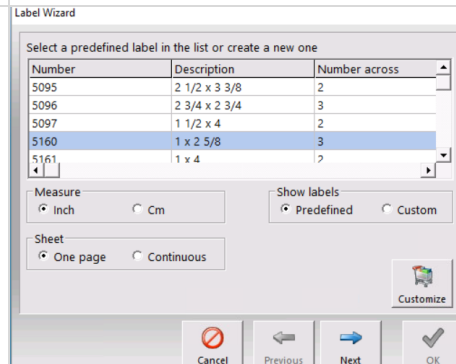
4 Then you will go back up to the tool bar hit "Group" >Process>Labels



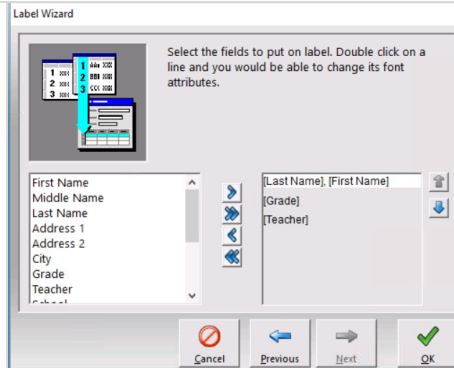
5 You will then see this window where you will need to label this set of labels you are making



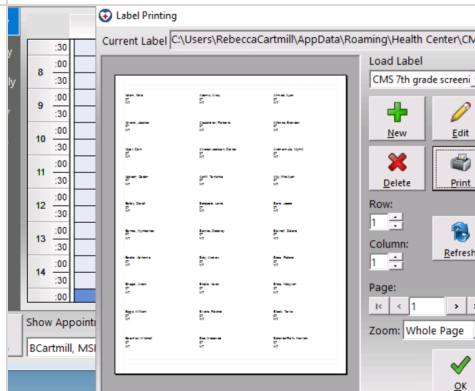
6 You will then need to select what kind of labels you want to make. I would suggest using Avery 5160 as your office probably has them in stock and they are big enough for what we want to use them for with screening. Highlight the type of label you would like and hit okay



7 You will then need to move over to the right hand column the field which you want on your labels. Select the fields you want to appear on the label. In order to enter a second line for a field, you must click and drag the field on the left column. If you want the fields to appear on the same line, you just double click the field name. Be sure to add a comma, and space between LN, FN. You can change the font style, size and attributes by double clicking on the line where your selected fields are shown. Then click okay

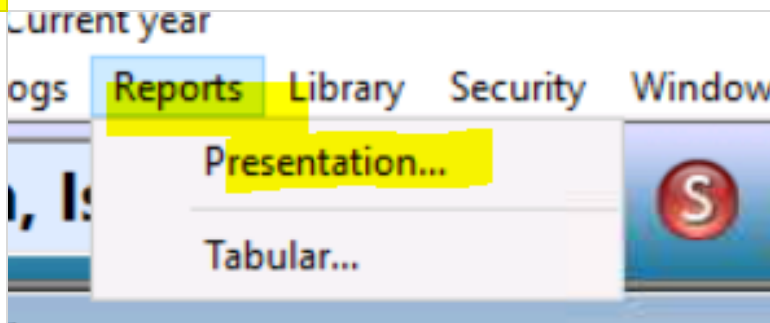


8 You will then see your labels as they will appear when printed. When printing the labels it will have to be redirected out of SNAP into your printer

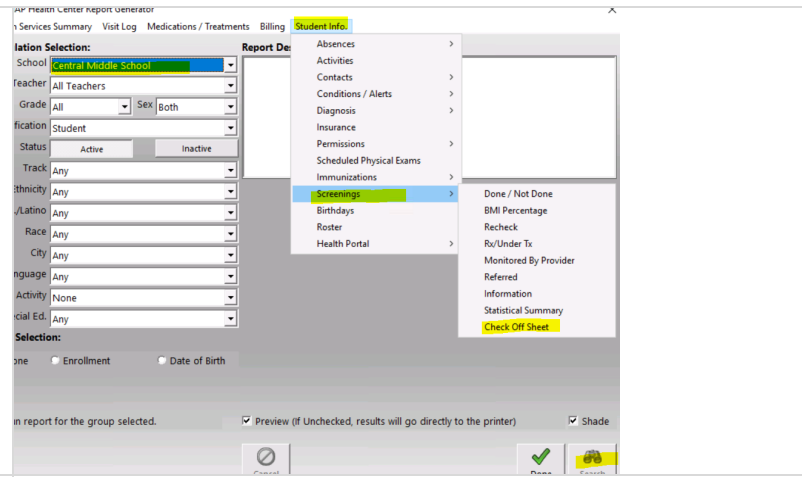


### EXPORTING LIST OF STUDENTS

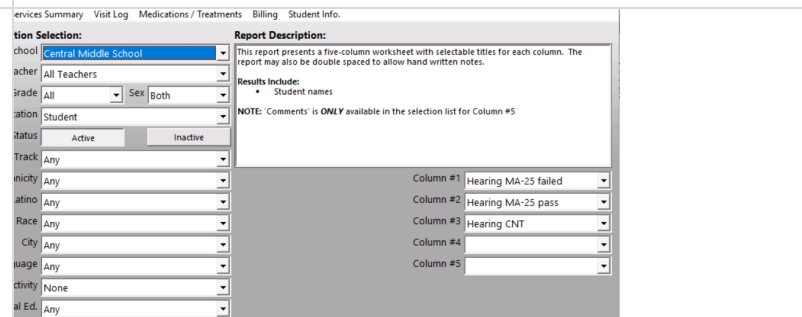
1 You will need to go to Reports>Presentation



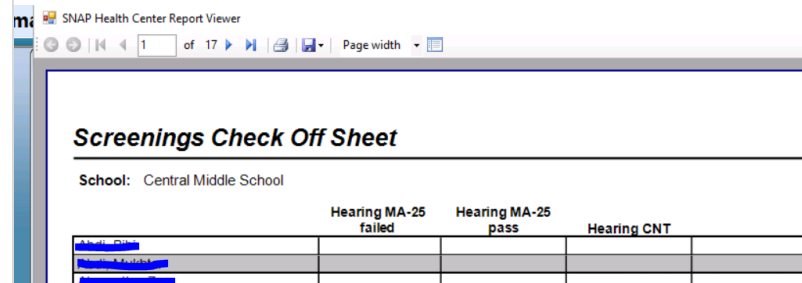
2 Then you will see this window. You will need to check to make sure your school is listed to the left. Then you will need to hit: Student Info>Screenings>Check off List



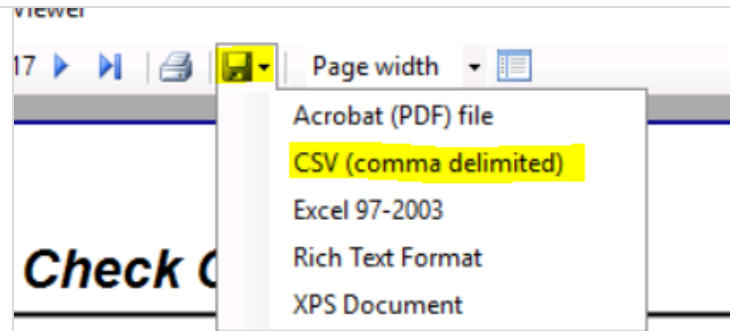
3 Then you will need to choose which screenings you want to list on your spread sheet from the drop downs to the right and click search on the right hand bottom corner



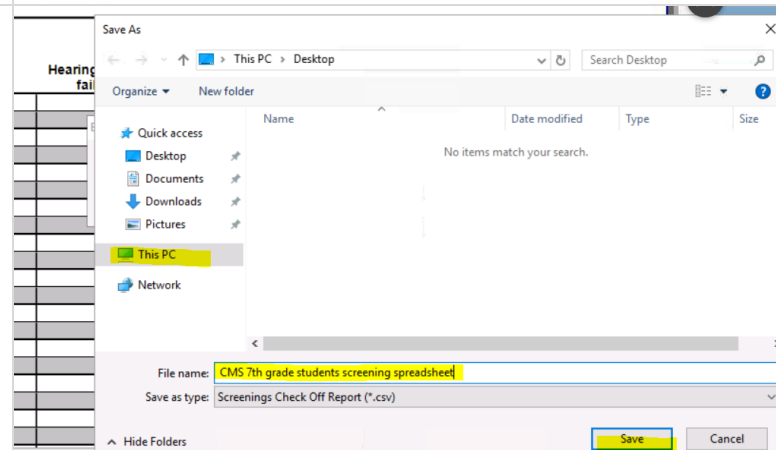
4 Then you will see the sheet with all of your students listed alphabetically in the first column and the type of screening you chose in the following columns



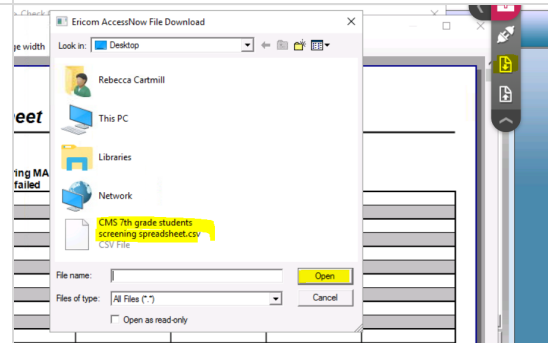
5 You will then need to save the sheet as a CSV document



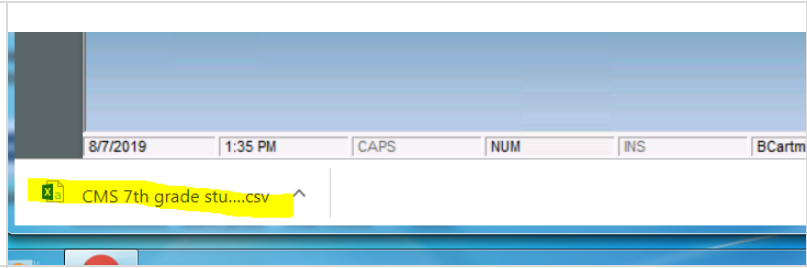
6 Then you will see this screen. Keep "This PC" highlighted. Label your list and then hit Save



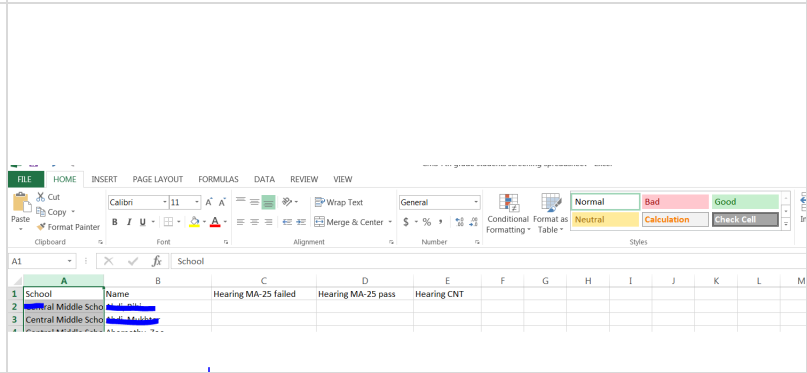
7 You will then find this document in your tool box by hitting the download files button. Then you will need to double click on the document to download. It is the reverse order of you scanning documents into SNAP. You are now taking something out of SNAP



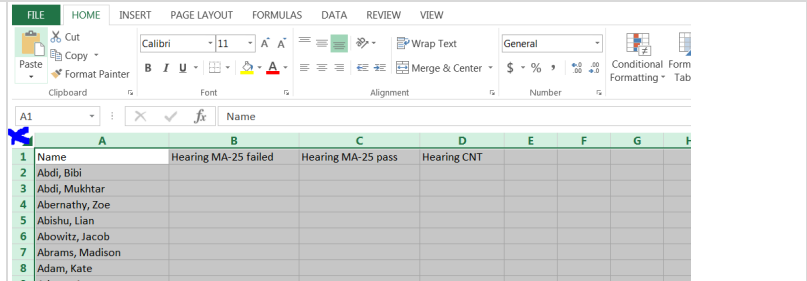
**8** You will see the downloaded spreadsheet on the left bottom of your screen and you will need to click on it to open it.



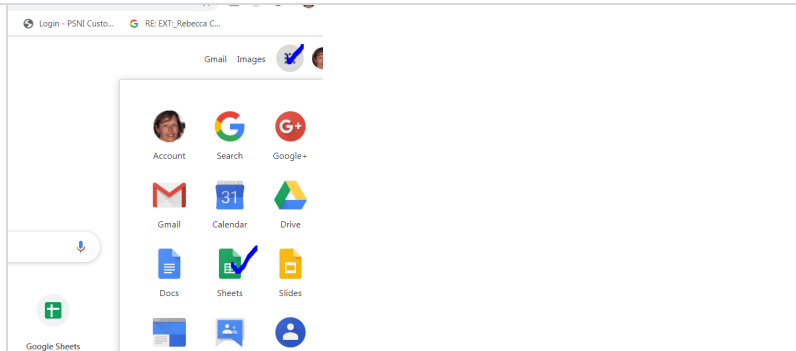
**9** You now have a Excel spread sheet to work with. You can delete the first column ("Central Middle") by highlighting the entire column and hitting delete. You can also add additional columns if you would like.



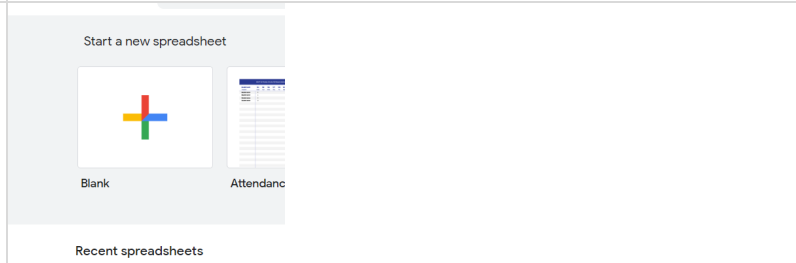
**10** You will need to change this into a Google sheet so that multiple screenings can be adding results at the same time. To do this you will need to click on the left upper right corner of the spread sheet. Then right click and hit copy



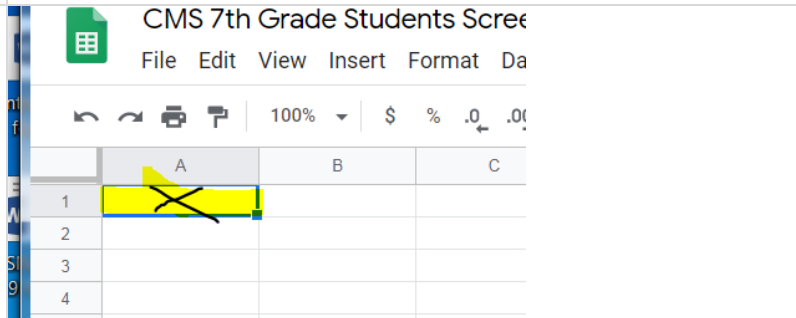
**11** You will then need to go to your Google Chrome to open up a new Google Sheet



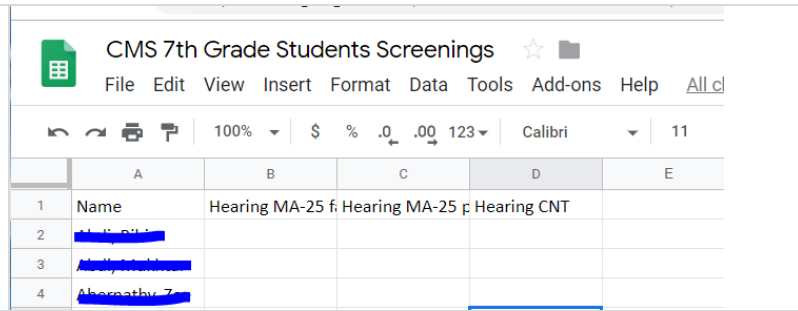
**12** And hit the plus sign for a new sheet



**13** You will then need to right click on the 1A cell as shown. A window will pop up and you will click on "Past Special"



14 All of your data has now been copied into a Google sheet so multiple screeners can be entering results at the same time.



The list is alphabetized, but if a screener wants to go to a specific student, they will need to go to Control F, a window will pop up to type the specific name in

