# Printing Reports in TeacherVUE (Elementary Teachers)

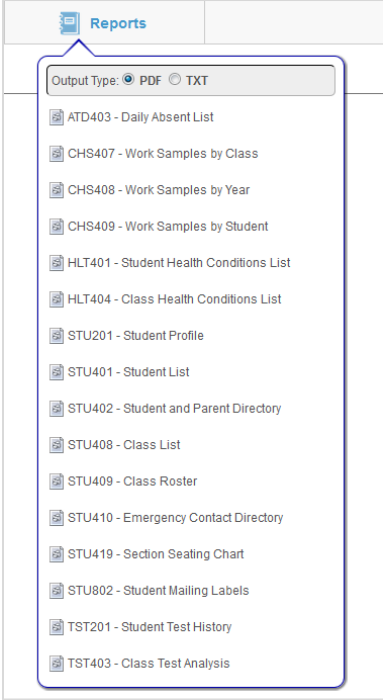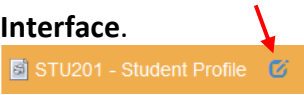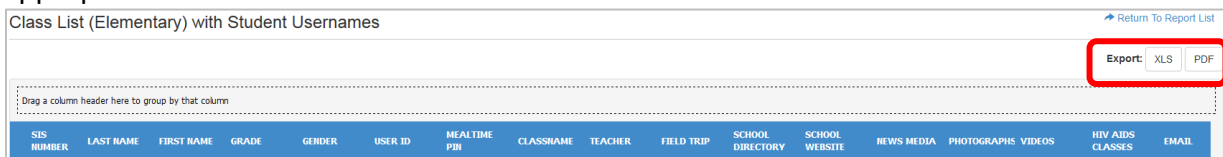|	
1	There are several reports that teachers can generate from TeacherVUE. For example: To see which students have permission restrictions. A list of student user names and passwords for testing. To print a class list, student/parent directory, health conditions, emergency contacts etc. To print labels to send mail home.
2	To obtain the report that includes permission restrictions, students' user names and passwords: Hover over the **Admin** menu and click on **Admin Reports**.
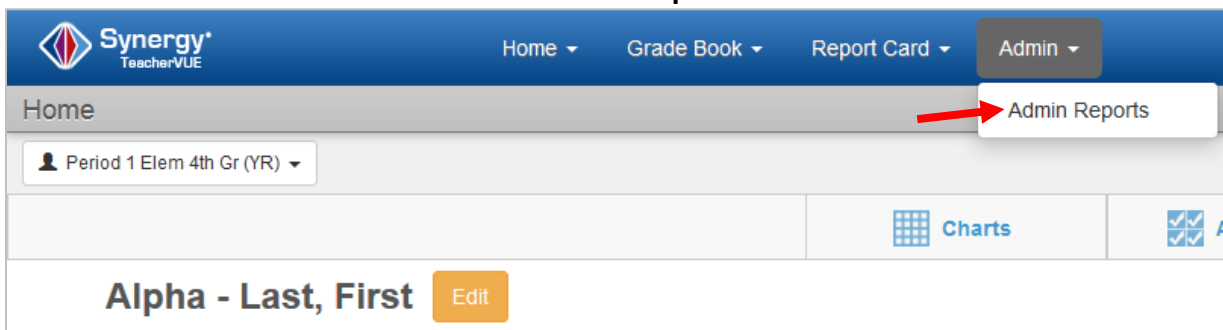
The screen below appears.
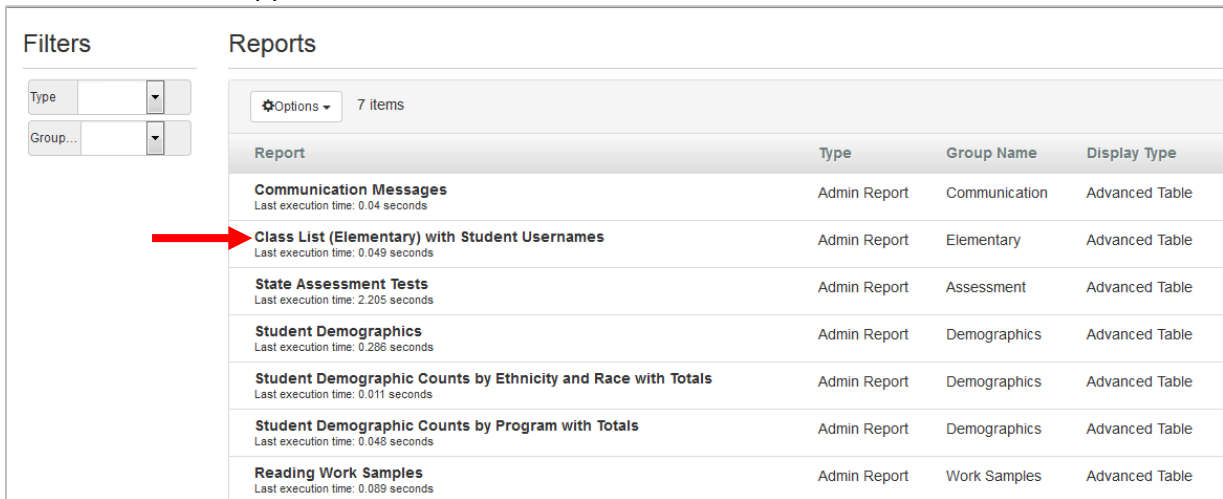
Click on "**Class List (Elementary) with Student Usernames**" to select it.

The report will present itself.

You can choose to print a PDF version or export the data to Excel by clicking on the appropriate button.

You can return to Admin Reports by clicking on ➔ Return To Report List .

3	There are various reports available under the **Reports** drop-down menu from the Seating Chart.
	Reports
	Output Type: ⦿ PDF ○ TXT
	ATD403 - Daily Absent List
	CHS407 - Work Samples by Class
	CHS408 - Work Samples by Year
	CHS409 - Work Samples by Student
	HLT401 - Student Health Conditions List
	HLT404 - Class Health Conditions List
	STU201 - Student Profile
	STU401 - Student List
	STU402 - Student and Parent Directory
	STU408 - Class List
	STU409 - Class Roster
	STU410 - Emergency Contact Directory
	STU419 - Section Seating Chart
	STU802 - Student Mailing Labels
	TST201 - Student Test History
	TST403 - Class Test Analysis
4	Simply click on a report to print it in PDF format with the default settings.
5	If you want to change the report settings, you would have to use the **Report Interface**.

Hover your pointer over the report you want.

Click on the little blue icon to the immediate right of the report name called **Open Report Interface**.

STU201 - Student Profile ✎

If you hover over the icon, you'll see the dialogue box in black telling you what it is. |
| 6 | This opens up a new window called the **Report Interface**. This allows you to customize your report as well as generate your report into an Excel format. |
| 7 | When the Report Interface first opens, you are on the **Options** tab.
This is where you can customize your report. |
| 8 | You can choose to print now and it will generate the report in a PDF format.
Just click the **Print** button. |
| 9 | If you want to generate your report into an Excel format in order to manipulate the data, go to the next step. |

10	The next tab over is the **Sort/Output** tab. This is where you can choose to export that report's data into an Excel format. Change the **File Type** to Excel using the drop down menu. Click the **Print** button.
11	The report will generate and open into an Excel spreadsheet. How this exactly happens depends on the setup of your computer. At this point, you can either delete the columns of data you don't want **OR** move the columns of data you want into another spreadsheet.
12	Customizing the report by checking/unchecking the boxes only works when printing in the PDF format. The Excel format will give you <u>all</u> the data associated with that report.