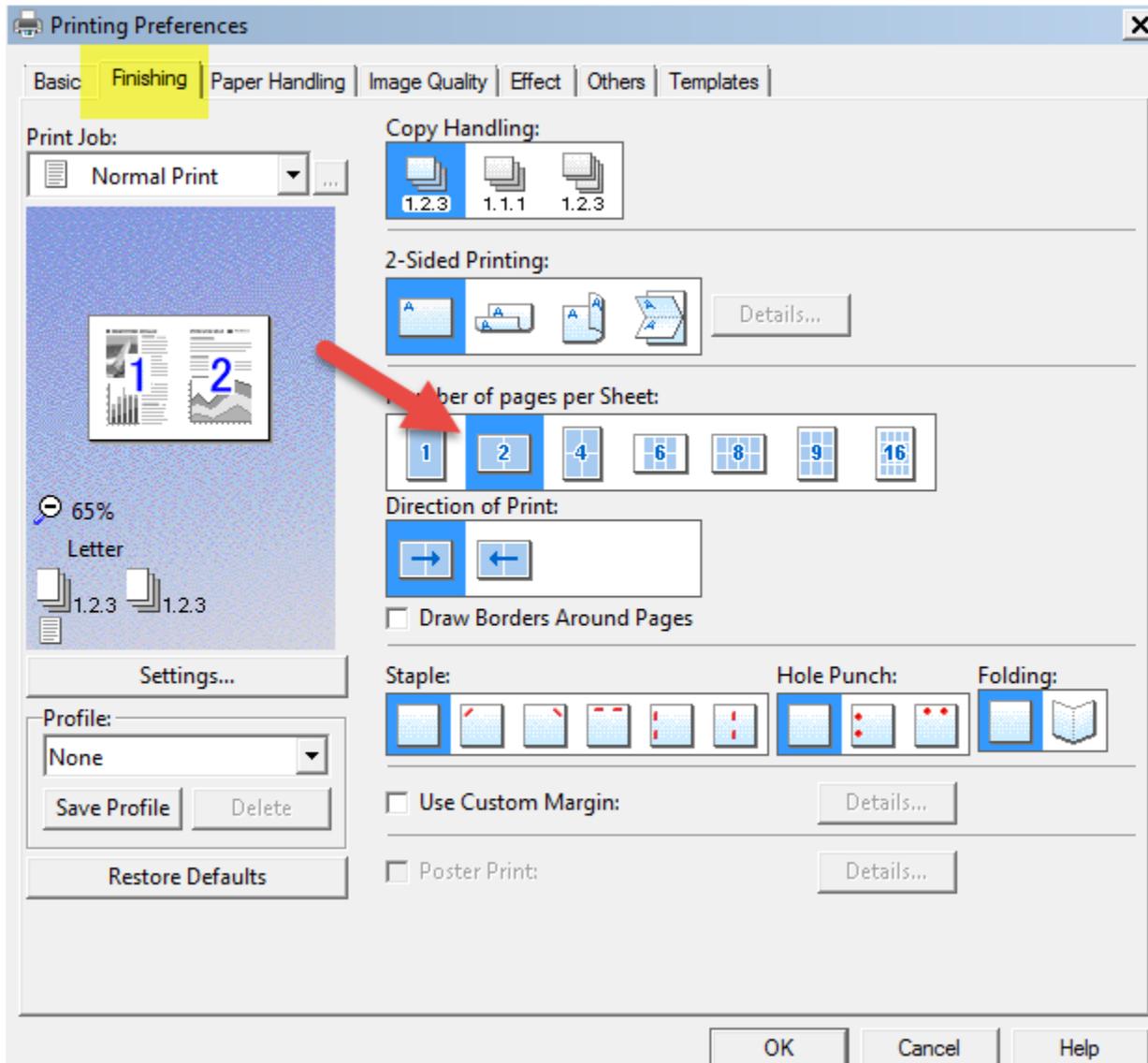


R701 – Print 2 schedules per page – Cheat Sheet

1. **Schedule cards for 2 different students on one page.**
 - a. **Choose either Format 2, 3, 12, 13, 22, or 23**
 - b. **On the r701 checkmark the “Print Two Students Per Page” Option**
 - i. **Hint: If you do not see this option below then you chose a format that is not able to print 2 students per page.**

Omit Unlisted Phone Numbers:	<input type="checkbox"/>	Omit All Phone Information:	<input type="checkbox"/>	Omit Course And Section Info:	<input type="checkbox"/>
Omit Locker Information:	<input type="checkbox"/>	Print Two Students Per Page:	<input checked="" type="checkbox"/>	Omit Homeroom Info:	<input type="checkbox"/>
Omit Credit Information:	<input type="checkbox"/>	Omit Teacher Information:	<input checked="" type="checkbox"/>	Omit Program Info:	<input type="checkbox"/>

- c. **Submit your report**
- d. **Once your report is complete, open the report and select print. Follow the instructions below:**



R701 – Print 2 schedules per page – Cheat Sheet

- 2. 2 Schedule cards for the same student on one page.**
 - a. Choose either format 4, 5, 14, 15, 24, or 25**
 - b. Run report as normal**
 - c. Print as normal**
 - i. Hint: If 2 schedules do not show on the same page make sure you chose a format mentioned in (2.a)**