R701 – Print 2 schedules per page – Cheat Sheet
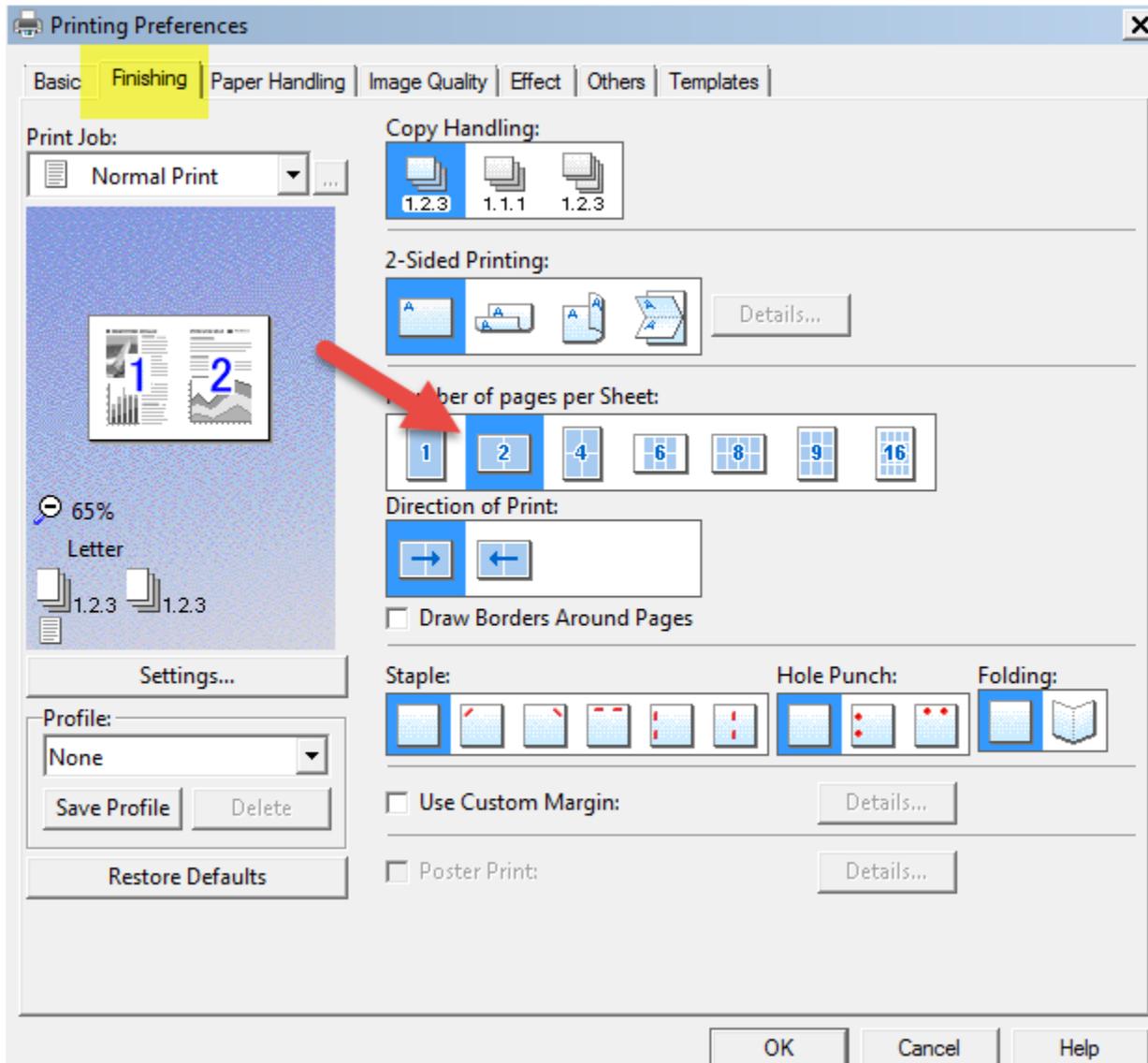
1. **Schedule cards for 2 different students on one page.**

   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.**

   c. **Submit your report**

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

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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)*