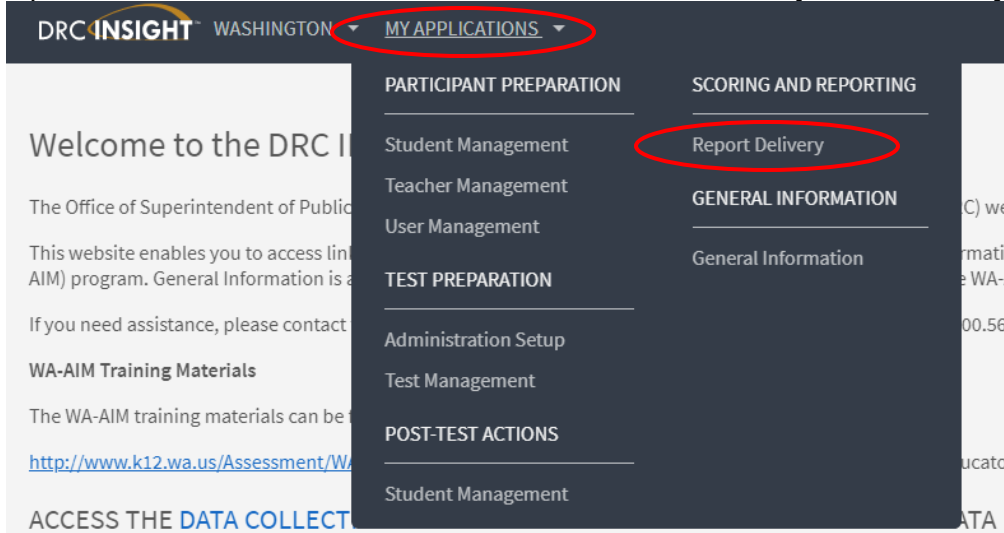


Batch Printing of Student Assessments in the DRC INSIGHT Portal

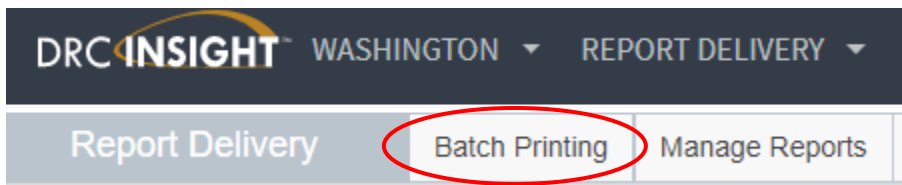
The **Batch Printing** feature in the DRC INSIGHT Portal allows users to select, view, and print assessed student data.

Users should only select and print assessments for the students they are responsible for.

Open the **MY APPLICATIONS** menu and click on **Report Delivery**.



Click on the **Batch Printing** tab.



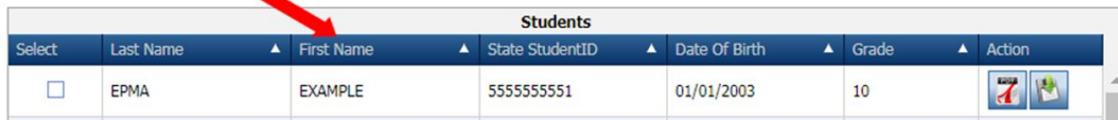
To find student(s), select the required fields **Administration, District, School, Report** and **Language**. Then click the Find Students button or click **Clear** to clear all fields and start over.



* Indicates required fields

Administration Spring 2018 WA-AIM *	District DRC Use Only - Sample District - 999 *	School DRC Use Only - EPM Sample School - *
Report Assessed Student Data *	Language Language *	Grade
Last Name	First Name	
State Student ID	Session	

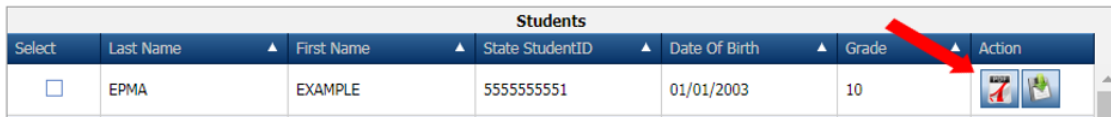
Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
Choose from the above filters and click on 'Find Students' to view matching 'Students'						



The search results will be displayed in the **Students** grid below. To sort the grid, click on a column header.



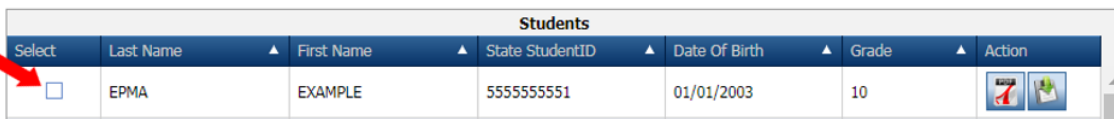
Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	EPMA	EXAMPLE	555555551	01/01/2003	10	 



To open an individual student's data in the Students Grid, click the **Open PDF** action icon from the **Action** column.



Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	EPMA	EXAMPLE	555555551	01/01/2003	10	 

To open assessment data for multiple students, click on the boxes from the **Select** column.



Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	EPMA	EXAMPLE	555555551	01/01/2003	10	 

If no student data is available when you click the **Open PDF** action button, a message box will appear:

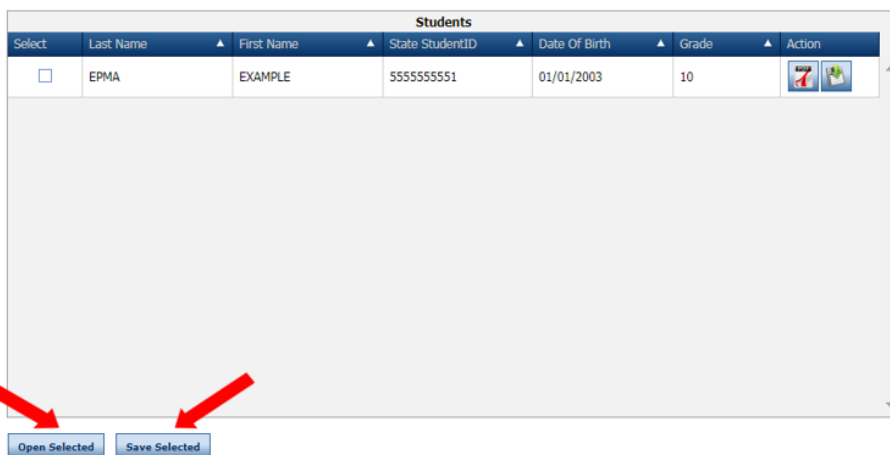
**WA-AIM Spring 2018
FINAL ASSESSMENT**



Student:	EXAMPLE EPMA	Student ID:	555555551
Student Grade:	10		
District:	DRC Use Only – Sample District		
School:	DRC Use Only - EPM Sample School		

There is no assessment data available for this student.

To open selected search results, click **Open Selected** button.

To save selected search results, click **Save Selected** button.



Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
<input type="checkbox"/>	EPMA	EXAMPLE	555555551	01/01/2003	10	 

You may open the PDF to print.